Memorandum

CONFIDENTIAL

Date:

December 16, 2008

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Bakersfield Area

File No .:

420.11428.11428

Subject:

AREA MANAGEMENT EVALUATION (SPECIAL FUNCTIONS)

RESPONSE

I reviewed the Area Management Evaluation on Special Functions for the Bakersfield Area which was prepared by a Central Division team. The following issues were identified along with the resolutions;

- 2. Vehicle Theft, f. 1. and 2. The sergeants are aware of the vehicle theft issues in the county and support all efforts to combat vehicle theft. They may not be able to cite specific vehicle theft numbers, but they have been advised to review the quarterly vehicle theft reports to have a general idea of the statistics.
- 9. Specialized Vehicles, (5) c. The document was erroneously marked as Officer Reed does conduct inspections on ambulances.
 - e. Officer Reed does notify County EMS of ambulances which are removed from service

As you can see, the Bakersfield Area performed very well on the audit. I have praised and thanked all involved employees. If you have any questions, please contact me directly.

B. M. SMITH, Captain

Commander

Attachment

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL				
AREA MANAGEMENT EVALUATION	1" A	r 1.48 j. Vr	The Bay	14
SPECIAL FUNCTIONS	Bakersucid	Gentral		
CHP 453Q (Rev. 6-06) OPI 009	Sergeam Vanc	lei Mel	10/08	2008
NSTRUCTIONS: Indicate items reviewed by placing a checom is used as a Correction Report, the "Correction" box ships and its statement of the correction of t				
orm is used as a Correction Report, the "Correction" box shindividual items with "yes" or "no" answers, or fill in the blank can be placed on the CHP 454, Area Management Evaluation complishments or corrective actions, unresolved items, proorm can be completed in pen or pencil, and the Supplement Formal Evaluation Informal Evaluation Formal Evaluation Informal Evaluation Yes No GENERAL a. Are special duty assignments minimized?	s as indicated. If a	id dated as deliciencies idditional comments are ne Supplement should ir	are corrected necessary, nelude significant impres	ed. Answer the informaticant finding sions. This
(1) Is maximum efficiency attained?			✓ Yes	
(2) Are there any special duty functions which could be perfo	rmod by a bound		✓ Yes	□ No
b. Are assigned duties consistent with the job description?	rmed by a beat offic	er or other support person	nel? 🗌 Yes	☑ No
(1) Could duties be combined with another special duty assig			✓ Yes	□No
(2) Which special duty officers (positions) were interviewed?	nment for efficiency	?	Yes	✓ No
selected; if all is equal between two or more candidates then so the decision with the concurrence of the captain. (1) Are provided but	eniority is considere	d. The administrative ser	geant and liet	utenant make
(1) Are special duty opportunities open to all officers?			✓ Yes	□No
(2) Does selection contribute to attainment of affirmative action	goals?		✓ Yes	□No
Can the special duty supervisor describe the duties and workload	ad of the special dut	y personnel?	✓ Yes	
(1) Upon what criteria are special duty personnel evaluated?	low well does each	one accomplish their duti-	es and in con	npliance with
and performance appraisar manual.				
(2) Are special duty officers held accountable for their time and	performance?		✓ Yes	□No
(3) How is the special duty officer's time planned? Are weekly i	itineraries provided t	to the supervisor?	Yes	✓No
Do the commander and management team have an active intere	est in special duty pr	ograms?	✓ Yes	□ No
(1) Is time taken by the commander to discuss activities and por	tential problems?		✓ Yes	
HICLE THEFT	EVALUATED	ACTION REQUIRED	CORRECTED	□ No
What is the scope of the Area's Vehicle Theft Program? The ma	10/08/2008		1	
theft task force.	Jorny of Area's vehi	cie theft program is accon	nplished by 1	he local auto
Are there open lines of communication with the Division vehicle th	Teff coordinator?		·	
1) Is the commander aware of how to obtain assistance from the	P. Division as Lt 1		Yes ■	□ No
accionation follows	o Division of Headq	uarters coordinators?	✓ Yes	□No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

(2) Who is authorized to request assistance from vehicle theft coordinators? Screcant Logan		
c. Is the program effective?	. Yes	
(1) Vehicle theft recovery goals established?		∐ No
(2) Goals attained?	Yes	☑ No
(3) How does the current number of stolen and recovered vehicles compare to prior time periods? See page	☐ Yes : []	□ No
(4) Are work hours dedicated to the program appropriate?		
(5) Do beat officers and supervisors have an interest in the program?	✓ Yes	□No
d. Is the program supported by district/city attorneys and the courts?	☑ Yes	□No
(1) Has the program been discussed with them?	✓ Yes	□ No
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	✓ Yes	☐ No
Program enectiveness with prosecutors and judges?	NIA	
Do the commander and managed in		
(4) White and management team take a personal interest in the program?	✓ Yes	☐ No
 Do the commander and management team take a personal interest in the program? (1) What guidance and direction is provided? Beat officers who locate stolen cars are encouraged to comple follow up. To that end, the felony follow up officer and sergeants assist less experienced officer with the 	ete anv possil	ole imme
(1) What guidance and direction is provided? Beat officers who locate stolen ears are encouraged to comple follow up. To that end, the felony follow up officer and sergeants assist less experienced officer with the Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	ete anv possil	ole imme
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STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(5) Are officers and supervisors proficient in loc			ПИо
h. Have any Area officers earned the Department's		 ✓ Yes	
(1) Have any officers qualified for the Master 10	0851 Award?	☐Yes	
(2) How are awards presented? Presenteds.			13170
(3) Is the 10851 Award Program used to enhance	ce interest in the Area's Vehicle That Brooks 2	oe 11	
(4) Are Area/Division recovery statistics posted i	in a manner which could boost enthusiasm for the program?	Yes	∐No
VEHICLE IDENTIFICATION NUMBER PROGRAM	FALCATES ACTION INCOME.	✓ Yes	□ No
a. Is the VIN program understood by beat officers?		Yes	□No
(1) Does the volume of VIN referrals to the VIN c	officer indicate support by field officers?	☑ Yes	
b. Who is the assigned VIN officer? Bill Sullivan		[∴] Tes	□ No
(1) How was he/she trained? By the previous V	JN officer		
(a) Is training adequate?			
(2) Is the VIN officer proficient?		✓ Yes	□No
(3) Who is the alternate VIN officer? Bob McAd	Ισο	✓ Yes	□No
(4) Are VIN inspections conducted in a secure set			
(5) Is Field Support Section used as a resource?	ang:	✓ Yes	□ No
	officer's workload? The V.I.N. officer schedules his own wo	✓ Yes	□No
	The V.I.N. officer schedules his own wo	rkload.	
(1) Are VIN assignments/verifications done on an	appointment basis?	✓ Yes	
(a) Is there an excessive backlog?		Yes	-
(b) Is the vehicle owner's convenience a consi	ideration?	✓ Yes	☑ No
	contact aware of the system used by the VIN officer?	✓ Yes	□ No
(3) Are associated documents processed promptly	and submitted on time?		□ No
Is there proper security for replacement VIN plates?		✓ Yes	□No
(1) Are inventory controls adequate?		✓ Yes	□ No
(2) Are entries legible?		✓ Yes	□ No
(3) Do records match inventories?			□ No
(4) Are required reports accurate and submitted pro	onerly2	✓ Yes	□No
Does the VIN officer use relevant information availab		✓ Yes	□No
avallab	Pie iron allied agencies, DMV and NICB?	✓ Yes	□No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

4. SCI	in any type of various vehicle theft investigator's associa HOOL PUPIL AND FARM LABOR (SP&FL)	FIANANED	SCHON FE CORRED	☐ Yes	
IRA	ANSPORTATION SAFETY	10 08:2008		r calcatette t	1.1.
	Is the Area commander and management team aware of Program conducted in the Area?			✓ Yes	□No
	Does the Area have either a uniformed SP&FL Transport Coordinator?			✓ Yes	□No
(Are Area files maintained as required by HPM 82.4, Safety Manual? 	School Pupil and Farm Lab	or Transportation	✓ Yes	
-	(a) Driver records, CHP 295, State Department of E	ducation T-01, criminal rece	ord information, etc.?	☑ Yes	□ No
	(b) CHP 100E, Monthly Activity Report?			☑ Yes	□ No
	(c) School Bus Traffic Collision Reports and DMV pr	rintout H-6?		✓ Yes	
	(d) Approved stops list?				□ No
(2	2) Is the School Pupil Transportation Safety Officer/Cool	rdinator proficient in perform	Coallyb bonniese pain	Yes	☑ No
Si .	(a) Are duties performed in conformance with HPM 8 Safety Manual?	32.4, School Pupil and Farm	n Labor Transportation	✓ Yes ✓ Yes ✓ Yes	□ No
(3)) Who is the alternate School Pupil Transportation Safe	ty Officer/Coordinator? V	aughn Cain		
(4)		a timely manner?		✓ Yes	□No
(5)				✓ Yes	
	(a) How much time is allotted? Eight hours a day.			V) res	□ No
	(b) Is time sufficient to meet departmental objectives?	?		F7.4	
	(c) Is the time expended within the Area's allotment?			✓ Yes	□ No
. Is su	responsibility for supervision of the School Pupil Transpo pervisor?	ortation Safety Program ass	signed to a specific	✓ Yes	□ No
(1)	Does the supervisor have adequate knowledge of the f	functions of the Assessment		✓ Yes	□ No
(2)	Does the supervisor have a copy of HDM 82.4 Columbia	unctions of the Area progra	um? 	✓ Yes	□No
(3)	Does the supervisor have a copy of HPM 82.4, School manual?	Pupil and Farm Labor Tran	sportation Safety	✓ Yes	□No
	Is he/she aware of the officer/coordinator's workload?			✓ Yes	□No
(4)	Does the supervisor review CHP 100Es, Monthly Activit	ty Report, submitted by the	officer/coordinator?	✓ Yes	□No
	at training has the School Pupil Safety Transportation Sa Inded In-Service Training classes? Have a thorough, pre	actical knowledge of.	officer have had the de	he backup s	school bus
(1)	Departmental policy relating to the School Pupil Safety	Transportation Safety Prog	ram?	✓ Yes	□ No
	School bus driver certification?			✓ Yes	□ No
(3)	School bus accident investigation?			✓ Yes	 □ No
(4)	School bus reinspection?				
(5) 8	School bus routes and stops?			✓ Yes	□ No
				Yes	□ No

AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

e. Does the officer/coordinator coordinate activities and informat			Yes	□No
(1) Is he/she aware of the technical assistance available from	n Commercial Vehic	cle Section?	☑ Yes	□No
f. Is there a sound procedure for scheduling and administering v			Yes	□No
(1) Are certain days selected for testing so that a maximum n	number of applicant	s can be tested at one time?	Yes	□No
(2) Who administers the test? Officer Reed			CHIEVA CONTRACTOR	
(3) Is a proctor present?			✓ Yes	□No
(4) Adequate supply of the five variations of both the driver ar		hand?	✓ Yes	□No
(5) Who reviews the tests with the applicants? Officer Reed				
(6) Is the driving test of sufficient scope to provide an adequa	le test of knowledge	e, skill, and self-control?	✓ Yes	П Но
(7) Are driving errors discussed with the applicant?			✓ Yes	□No
(8) Is the school bus transportation supervisor advised of any	additional training r	needs?	✓ Yes	□ No
g. Does the School Pupil Safety Transportation Officer conduct or	n-scene investigatio	ons?		☑ No
(1) Are follow-up investigations conducted when appropriate?			 ✓ Yes	□No
(2) Are appropriate special coding made on all school bus inve			✓ Yes	□ No
(3) Does the officer/coordinator review all school bus accident recommendations to DMV to take any warranted actions ag	jainst the driver?		✓ Yes	□No
(a) Has the officer/coordinator demonstrated a willingness	to take such action	n when warranted?	✓ Yes	□No
h. Are hazardous routes or stops reported in writing to the governi	ng board of the sch	ool district?	✓ Yes	□No
(1) Are all stops annually reviewed for approval pursuant to the	California Vehicle	Code and Title 13?	✓ Yes	□No
(2) How many approved stops exist in the Area? Too many for	an exact number,	Area deals with 52 school di	stricts.	
i. Do field officers take appropriate enforcement and follow-up activiolations?	on for observed scl	hool pupil safety related	✓ Yes	□No
EVIDENCE/PROPERTY CONTROL	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Has the Area commander demonstrated an interest in the prope	r control of evidenc	e and property?	_ ☐ Yes	
(1) Who has been assigned by the commander as the evidence	/property officer?	. L L A. A.		□No
(2) Has an alternate for this position been assigned?			☐ Yes	□No
(3) Who is the evidence/property supervisor?				□ 140
Does the evidence/property officer have a good understanding of Manual?	the requirements of	of HPM 70.1, Evidence	χ.	
(1) Does the supervisor fully understand his/her responsibilities?			Yes	□No
			Yes	□No
(a) Does he/she follow the guidelines in HPM 70.1, Evidenc (2) Has a system been implemented which will assess in the system been implemented which will assess in the system.	e Manual, regardin	g audits and inventories?	Yes	□No
(2) Has a system been implemented which will ensure maintena(a) Is the system adequate?	nce of the chain of	possession for evidence?	☐Yes	□No

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AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

Destroy Previous Editions Descriptions		
? All the room?	Yes	□ No
officer? (b) Has the evidence/property officer or supervisor been present with everyone entering the room?		Мо
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	□ Agé	□No
(1) Is a security log maintained in the property room?	Yes	□No
h. Is security adequate?	Yes	□No
g. Have inventories been conducted periodically to ensure integrity of the system?	☐Yes	□No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual (a) Have more frequent audits been conducted in identified problem areas?	☐Yes	□No
	Yes	□No
(1) Has a semiannual audit of the property system been conducted?	Yes	□No
f. Are periodic audits completed to ensure integrity of the property system?	☐ Yes	□No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of? (a) Do Area records compare accurately with court records?	☐Yes	□No
	Yes	□No
(3) Are all items properly identified?	Yes	□No
(2) Is there a suspense system?	☐ Yes	□No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed? (1) Is the system adequate?	☐Yes	□No
procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☐Yes	□No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days? (1) Is proper procedure as outlined in NEW 444 and 1984.	☐Yes	□No
	☐ Yes	□No
(7) Money.	☐Yes	□No
(5) Alcoholic beverages. (6) License plates.	Yes	□No
(4) Controlled substances.	Yes	□No
	Yes	□No
(2) Property. (3) Weapons.	☐Yes	□No
(1) Evidence.	Yes	□No
c. Have procedures been examined for retaining and disposing of:		
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	ſ □Yes	□No
(a) Are entered items canceled when the property is no longer in CHP possession?	Yes	
	Yes	□No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms	Yes	. □ Nc
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☐ Yes	Nc Nc
(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?		
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AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(a) Is the distribution of the keys according	ng to policy?			
(3) Is the evidence/property officer other than			Yes	□No
(a) Is the evidence/property officer other t		religion to see the second	Yes	☐ No
(4) Is the property room accessible by repair/n	maintenance personnel?	oived in collecting evidence?	Yes	□No
(a) Is the room accessible by repair/main			Yes	□ No
(b) Is there a false ceiling?	Arrance bersouliers		Yes	☐ No
(c) Are door hinges on the inside of the ro	om2		Yes	□No
(d) Are any items which require access by			☐ Yes	□No
(e) Does Area's property room meet all red	Guirements outlined in LIDAA 70	officer stored in the room?	Yes	□ No
(If not, have steps been initiated to corr		Ewdence Manual?	Yes	□No
(5) Are pass-through type temporary storage lo			☐ Ye's	□No
(a) Is evidence left in these lockers for no r	more than and down	prevent entry?	Yes	□No
			Yes	□No
with packages containing controlled substan	1003:		Yes	EIN0
(a) Have any internal investigations been in	nitiated by Area for any such incid	ents?	Yes	□No
COLLISION INVESTIGATION FOLLOW-UP	10/08/2008	ACTION REQUIRED	CORRECTE	0
a. Does the Area have an Al officer?				□No
b. Who is responsible for supervising the officer? $S_{oldsymbol{i}}$	ergeant Logan			
c. How much time is allocated to the position? Eight	t hours a day			
(1) Is time allocated sufficient?			✓ Yes	□No
d. Does the collision investigation follow-up officer h	ave a job description?		✓ Yes	□ No
(1) Is it current?			✓ Yes	□ No
(2) What are the officer's duties? Reviews and t	racks accident reports, maintains	AIS and a liaison with SWAT	EU 62	L] NO
supervisors of deficiencies in reports.	, , , , , ,	A MARINE CONTRACTOR OF THE CON	ENO, AND N	otities
. Does the officer understand special reporting requ	uirements?	* - · · · · · · · · · · · · · · · · · ·	✓ Yes	["] NI-
Does the officer have training or special qualification		?		□ No
Is the officer available to respond to accidents to p	provide technical assistance?		✓ Yes	□ No
Does the officer identify training needs and discus			Yes	□ No
Does the officer prepare charts, graphs, or statistic		for doployment	☑ Yes	□No
Does the officer have other duties, if so, what are th	2002	uepioyment purposes?	✓ Yes	□ No
			☐ Yes	✓ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

7. —-	COURT LIAISON OFFICER	10.08 2008	AC तालाह घर ल मुख्य क	CORRA CI	b
	a. Does the Area have an officer assigned court liaison duties?			✓ Yes	□No
	b. Who supervises the officer? Sergeant Logan				
(c. How much time is allocated to the position? Light hours a da	\			
(d. Does the officer have a job description?			[/] Yes	□No
	(1) Is it accurate?		# 1 (# 11 (# 11)	✓ Yes	□No
	(2) When was it last revised? May 14, 2008				
	(3) What are the officer's duties? Maintains booking log an	d liarson with direct ag	encie i filos complants	rath courts an	d notities
	sergeants of deficiencies in reports.				
е	. Does he/she have responsibilities for prisoner arraignment?	1,000	11	Yes	☑ No
f.	Does the officer command respect of his/her peer group?			✓ Yes	□ No
9	. Is the court officer involved in the DUI Cost Recovery Program	m?		Yes	 ✓ No
h.	Does the officer initiate a CHP 735, Incident Response Reimb	oursement Statement?	(h)	✓ Yes	No
	(1) Does the officer(s)' times on the CHP 735 correspond to Field Record?		nis/her CHP 415. Daily	E 163	
				✓ Yes	□No
	(2) Does the officer(s) maintain a log?			✓ Yes	□No
	(3) Does the officer(s) forward the form to Fiscal Managemer	nt Section after dispositi	on?	✓Yes	□No
	How may courts are within the Area's jurisdiction? Six				
}. 	Does the officer deal with more than one district attorney's (DA) office?		✓ Yes	□No
К.	Does the officer have other duties?			☐Yes	☑ No
	(1) If so, what are the other duties?				
A	SSET FORFEITURE (AF) OFFICER	EVALUATED 10/08/2008	ACTION REQUIRED	CORRECTED	
a.	Does the Area have an officer assigned as AF coordinator?	1.0.00.0000		✓ Yes	□No
b.	Does the officer have current job description?			✓ Yes	□ No
C.	ls he/she familiar with HPM 81.5, Drug Programs Manual?			✓ Yes	□ No
d.	Is Area coordinator logging AF cases separate from evidence?			✓ Yes	
	ls there a process in place to ensure proper disposition of AF it			✓ Yes	□ No
	Does Area's log agree with the Field Services Section (FSS) and				□ No
	(1) If not, why not?			☑ Yes	□ No
	s the disposition of cases supported by documentation such as	arrest reports, court or	der and AE		
g. 1	distribution memorandum?	arrest reports, court or	der, and Ar		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	as the Area seized any vehicles under AF?			Yes	☑ No
(1)) If so, does the AF coordinator know where the veh	icles are located and their curre	ent disposition?	Yes	
i. Is	the Franchise Tax Board notified of all seizures value	ed at \$5,000 or more?		✓ Yes	
	es the AF coordinator complete a mis-screen 50?			Yes	
k. Do	es Area notify Division of all vehicle/boat/plane seizu	res?	-,		☑No
	Fleet Operations Section notified?			Yes	□No
m. Ar	e all vehicles stored safely and properly protected fro	m inclement weather?		Yes	□ No
n. Are	large sums of cash, jewelry, and other small items of safekeeping?	of value stored in a safety depos	sit hay at a local hank	Yes	□ No
	9			☐Yes	□No
o. Are	large sums of cash deposited in a departmental inte	rest-bearing bank account design	gnated for AF?	☐ Yes	ΠNo
p. Wh	at is the procedure in handling monetary AF awards	(checks from the DA)? Lorward	led to Accounting on	a transmittat	
q. Is th notif	ie check remitted to the Area's cashier for transmittal fications to FSS and the Division AF coordinator?	to Fiscal Management Section	with proper		
	LIZED VEHICLES	EVALUATED		✓ Yes	□No
		10 08 2008	ACTION REQUIRED	CORRECTE	C
	ration and Inspection				
(1)	s there an officer assigned to oversee the operation	of specialized vehicles within the	ne Area?	✓ Yes	□No
(a) Who supervises the officer(s)? Sergeant Logan				
	b) How much time is allocated? Once a year, 40 h	nours for one week.		· · · · · · · · · · · · · · · · · · ·	
	b) How much time is allocated? Once a year, 40 hooes the officer have a job description?	nours for one week.		√ Yes	□ No.
(2) [ours for one week.		✓ Yes	□No
(2) [Does the officer have a job description?	ours for one week.		✓ Yes ✓ Yes	□ No
(2) E	Does the officer have a job description? a) Is it accurate?		ions pertaining to	✓ Yes	□No
(2) E (t (3) D sp	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008		ions pertaining to		
(2) E (t (3) D sp	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 c) officers understand policy concerning permits, lice pecialized vehicles? b) Trucks c) Is the Area in compliance with HPM 81.2. Vehicle	nsing, inspections, and regulati		✓ Yes	□No
(2) E (4) T(4)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 co officers understand policy concerning permits, lice pecialized vehicles? bow Trucks	nsing, inspections, and regulati		✓ Yes ✓ Yes	□ No
(2) E (4) T(4)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 b) officers understand policy concerning permits, lice pecialized vehicles? b) Trucks c) Is the Area in compliance with HPM 81.2, Vehicle operation of tow trucks?	nsing, inspections, and regulati		✓ Yes ✓ Yes	□ No □ No □ No
(2) E (4) (5) (4) To (4) (6)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 b) officers understand policy concerning permits, lice pecialized vehicles? b) Trucks c) Is the Area in compliance with HPM 81.2, Vehicle operation of tow trucks?	nsing, inspections, and regulati		✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
(2) E (4) (5) (4) To (4) (6)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 c) officers understand policy concerning permits, lice pecialized vehicles? b) When was it last revised? May 14, 2008 c) officers understand policy concerning permits, lice pecialized vehicles? b) When was it last revised? May 14, 2008 c) Do fficers understand policy concerning permits, lice pecialized vehicles? D) Us the Area in compliance with HPM 81.2, Vehicle operation of tow trucks? D) Do ffles contain current contracts and inspection for the check any recent complaints? Are complaints documented on the CHP 240. Concerning permits.	nsing, inspections, and regulati Procedures Manual, Chapter 7	7, concerning	✓ Yes ✓ Yes	□ No □ No □ No
(2) E (4) (4) T(4) (4) (5) (6) (6)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 co officers understand policy concerning permits, lice pecialized vehicles? b) Is the Area in compliance with HPM 81.2, Vehicle operation of tow trucks? Do files contain current contracts and inspection for the there any recent complaints? Are complaints documented on the CHP 240, Con Supplement?	nsing, inspections, and regulations, and regulations of the procedures Manual, Chapter 7 orms?	7, concerning 556, Narrative	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
(2) E (4) (1) (2) (4) (5) (6) (6) (6)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 co officers understand policy concerning permits, lice pecialized vehicles? b) Is the Area in compliance with HPM 81.2, Vehicle operation of tow trucks? b) Do files contain current contracts and inspection for the there any recent complaints? Are complaints documented on the CHP 240, Consupplement? Who is responsible for inspections? Officer Recomplaints	nsing, inspections, and regulations, and regulations, and regulation orms? Inplaint Investigation, and CHP of with the help of local Motor (7, concerning 556, Narrative Carrier Specialists.	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No No No
(2) E (4) (1) (2) (4) (5) (6) (6) (6)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 co officers understand policy concerning permits, lice pecialized vehicles? b) Is the Area in compliance with HPM 81.2, Vehicle operation of tow trucks? b) Do files contain current contracts and inspection for the there any recent complaints? Are complaints documented on the CHP 240, Consupplement? Who is responsible for inspections? Officer Recomplaints	nsing, inspections, and regulations, and regulations, and regulation orms? Inplaint Investigation, and CHP of with the help of local Motor (7, concerning 556, Narrative Carrier Specialists.	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No No No
(2) E (4) (1) (2) (4) (5) (6) (6) (6)	Does the officer have a job description? a) Is it accurate? b) When was it last revised? May 14, 2008 co officers understand policy concerning permits, lice pecialized vehicles? b) Is the Area in compliance with HPM 81.2, Vehicle operation of tow trucks? Do files contain current contracts and inspection for the there any recent complaints? Are complaints documented on the CHP 240, Con Supplement?	nsing, inspections, and regulations, and regulations, and regulation and chapter of the state of	7, concerning 556, Narrative Carrier Specialists.	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No No No No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(h) Who conducts annual tow meetings?Officer Road	Programme and the second secon	I remove a constant			
	1 Does the commander attend?	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	To account of Capitali			
	2 Is an agenda prepared?			∵ Yes		
				✓ Yes	□ No	
*******	4 When was the last annual meeting?			Yes	□No	
(i	Are rotation and sector assignment procedures clea	all and a life to the control of				
	How are road patrol officers notified of suspensions rotation tow list? Restant James In the control of the con			☑ Yes	□No	
	rotation tow list? Briefing from or by disparch		company from the			
7.						
- (k	Do road patrol officers take appropriate enforcemen operators?	t action for observed viola	ations by tow truck		,	
(5) Ar	nbulances			✓ Yes	□ No	
(a)	Who is responsible for overseeing the operation of a	umbulanaa wiiti u				
	and operation of a	minutarices within the Are	ea? Officer Reed			
(b)	Is the officer familiar with licensing, permits, and insp.					
		on Guide, HPG 83.2?		✓ Yes	□No	
(c)	Are ambulances periodically inspected to verify comp Title 13, California Code of Regulations?	oliance with the California	Vehicle Code and			INUA A
	Are complaints received at Area investigated and doc			Yes	☑ No An	POW.
				☑ Yes	□No	
	If ambulances are removed from service, is there any requests notification?	/ branch of county gover n <	ment that	Yes		**
	1 If so, how is this done? telephone			W Yes	☑ No	
	, every constant					
(f) /	Are ambulance inspection forms in file current?			✓ Yes		
(6) Armo	ored Vehicles				□ No	
(a)	Does the Area make initial inspections, CHP 363, on a Area?	armored vehicles which m	nay be based in the			
(b) \	What impact on the Area workload do these inspection	ns have? Very little ()	fficer Reed has only have	✓ Yes	□ No	_
	years to inspect.		meet reed has only had	i four or five	in recent	_
	4					_
(7) Autho	rized Emergency Vehicles (AEV)		T-11-11-11-11-11-11-11-11-11-11-11-11-11			_
(a) C	ther than ambulances, inspection of AEVs will normal	lly be limited to privately	Owned fire fighting			
	and reflewal inspections crea	ate any significant worklo	ad on the Area?	Yes	☑ No	
PROGRAM	RESIDENT FOREIGN REGISTRATION (CRFR)	EVALUATED 10/08/2008	ACTION REQUIRED	CORRECTED		_
53Q (Rev. 6-06) Pa	Destroy Pro	evious Editions		<u></u>		=

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

If the Department currently has an active CRFR program, doe attempts by California residents to avoid payment of licensing	es the Area have an office and registration fees due	er assigned to investigate e in California?	☑ Yes	□No
(1) Who supervises the officer? Sergeant Logan				10.
(2) Is sufficient time allocated for this program?			· Yes	□No
(3) Does the officer have a job description?			☑ Yes	□No
(a) Is it accurate?	447		· Yes	 □ No
b. Does the Area program follow the guidelines in the Registration	n Enforcement Manual, I	HPM 82.5, Chapter 3?	. Yes	□No
c. Are suspected violations documented on Registration 69 forms Registration Compliance Unit?	s locally processed, or se	nt to the DMV		
	SEE PACE	: 14	☐ Yes	☑ No
(1) If locally processed, are CHP 215s, Notice to Appear, issuregistration is due?	ied when it is established	that California	[] Von	□ N -
d. Is the CRFR officer aware that the rules of evidence pertaining of this type?	to search and seizure as	anly to violations	✓ Yes	□No
			✓ Yes	□No
e. Does the Area report significant statistics to Division by comm-			Yes	✓ No
f. Does the degree of compliance gained or the actual revenue c continuance?	ollected as a result of the	program justify its		-
	T		✓ Yes	□No
. GENERAL SUPPORT	10/08/2008	ACTION REQUIRED	CORRECTE	0
a. Is an officer assigned to general support including violation clear	arance and counter office	r?	✓ Yes	□No
b. What additional duties does he/she perform? Assist the A1 fol	low up officer by taking	statements, assists the P.	AO by ans	Wering
c. Is there a job description?			✓ Yes	□ No
(1) Is it accurate?			✓ Yes	□No
(2) When was it last revised? May 14, 2008				
d. How much time is allocated to this position? Eight hours a day	۲.	, ,, ,,		
 With minimal instruction, could this position be handled by limite 	d duty personnel?		Yes	✓ No
AREA TRAINING OFFICER	10/08/2008	ACTION REQUIRED	CORRECTED	
 Does the Area have an officer assigned as the Area training officer 	cer?		✓ Yes	□No
o. How much time is allocated to this position? Eight hours a day				
c. Who supervises the officer? Sergeant Logan				
d. Does the officer have a job description?			☑ Yes	□No
(1) When was it last revised? May 14, 2008				
p. Does the officer command the respect of his/her peers?			✓ Yes	□No
Does the officer have the support of the supervisors?			✓ Yes	□ No

AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

-	g. What training has been provided to the officer? The offi	ieer will affected the range	- head no Normalism as to		C. T. I. I.
_	for Instructor Training course in 2009		Same Line	(1) Hig (0 K)	nedure 1/11
ŀ	n. Has he/she been trained as a Department instructor?			-	
i.	Is the officer certified as an officer safety training instruct	lor?		Yes	☑ No
j.	Has he/she attended the Department's weapons/range o			_ □ Yes	☑ No
k	. Is the officer qualified to train employees to use tactical ri			☐ Yes	☑ No
1.	Is the officer a CPR instructor?			☐ Yes	☑ No
m		conting Assa Lati		☑ Yes	□ No
	n. What role does the officer have in developing and/or pres	senting Area training pro	grams? The current training	office sta	ted in this
	position just four months ago. So far, the only training training.	hat there has been time	for and is what is mandated b	y the decen	trahzed
	,				
_ n.	Does the officer keep Area informed of officers deficient in	n training or those who h	nave superior performance?	☑ Yes	
0,	Does the officer assist in critiquing pursuits, legal interven	ition, shootings and othe	r unusual incidents?	Yes	
р.	Does the officer assist in reviewing injuries to personnel re	esulting from arrest situa	ations?	☐ Yes	✓ No
q.	Is the officer responsible for documenting training on the C	CHP 270, Service Recor	d, or in the ETRS?	✓ Yes	No
۲.	le the officer recens will be de			<u> </u>	1 1170
	The officer responsible for performing range maintenance	ce?		- UVaa	
S.	Is the officer responsible for performing range maintenance. What other duties or assignments does the training officer.		coordinator and assists the ac	☐ Yes ceident revie	☑ No
3. LII	What other duties or assignments does the training officer	have? He is the PAS of			☑ No
a.	What other duties or assignments does the training officer MITED DUTY Does the Area currently have limited duty personnel assign	have? He is the PAS of	coordinator and assists the ac	CORRECTED	✓ No
3. Lin	What other duties or assignments does the training officer MITED DUTY Does the Area currently have limited duty personnel assign	have? He is the PAS of	coordinator and assists the ac	CORRECTED	✓ No
3. Lin	What other duties or assignments does the training officer	EVALUATED 10/08/2008 ned?	ACTION REQUIRED	CORRECTED	✓ No
a.	MITED DUTY Does the Area currently have limited duty personnel assign (1) What are their classifications, and what duties are they broken wrist and is currently assisting with evidence a	EVALUATED 10/08/2008 ned? y assigned? One office nudits throughout Centra	ACTION REQUIRED er will be on limited duty for all Division.	CORRECTED	✓ No
a. a.	MITED DUTY Does the Area currently have limited duty personnel assign (1) What are their classifications, and what duties are they broken wrist and is currently assisting with evidence a Are duties being performed consistent with the duties and I Limited-Duty Assignment?	EVALUATED 10/08/2008 ned? y assigned? One office nudits throughout Centra	ACTION REQUIRED er will be on limited duty for all Division.	CORRECTED Yes a short time	☑ No w officer. ☐ No due to a
a. b. /	MITED DUTY Does the Area currently have limited duty personnel assign (1) What are their classifications, and what duties are they broken wrist and is currently assisting with evidence a Are duties being performed consistent with the duties and I Limited-Duty Assignment? 1) Could they be used more efficiently?	EVALUATED 10,08/2008 ned? y assigned? One office nudits throughout Central imitations noted on the C	ACTION REQUIRED Per will be on limited duty for all Division. CHP 443, Approval of	CORRECTED Yes a short time	☑ No □ No due to a
a. b. /	MITED DUTY Does the Area currently have limited duty personnel assign (1) What are their classifications, and what duties are they broken wrist and is currently assisting with evidence a Are duties being performed consistent with the duties and I Limited-Duty Assignment?	EVALUATED 10,08/2008 ned? y assigned? One office nudits throughout Central imitations noted on the C	ACTION REQUIRED Per will be on limited duty for all Division. CHP 443, Approval of	CORRECTED Yes a short time	✓ No w officer. No due to a
a. Lir.	MITED DUTY Does the Area currently have limited duty personnel assign (1) What are their classifications, and what duties are they broken wrist and is currently assisting with evidence a Are duties being performed consistent with the duties and I Limited-Duty Assignment? 1) Could they be used more efficiently?	EVALUATED 10,08/2008 ned? y assigned? One office nudits throughout Central imitations noted on the C	ACTION REQUIRED Per will be on limited duty for all Division. CHP 443, Approval of	CORRECTED Yes a short time Yes Yes Yes	✓ No w officer. No due to a No No No
a. b. / ((c. lft. A)	MITED DUTY Does the Area currently have limited duty personnel assign (1) What are their classifications, and what duties are they broken wrist and is currently assisting with evidence a Are duties being performed consistent with the duties and I Limited-Duty Assignment? 1) Could they be used more efficiently? If limited duty officers are used to perform special duty tasks oad patrol?	EVALUATED 10/08/2008 ned? y assigned? One office nudits throughout Central imitations noted on the C	ACTION REQUIRED Per will be on limited duty for all Division. CHP 443, Approval of the cial duty officer return to	CORRECTED Yes a short time	✓ No No due to a No No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

	. Are limited duty personnel having public contact appropriately	attired?		Yes	□No
	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	10 to 2004	STILL ET STEEL	97125	1.
a	. Does the Area have personnel assigned to special projects or	tactical operations?		Yes	□ No
b 	. Is the position full time or on an on-call basis?			. Yes	□No
	. If full time, is the assignment for a specified number of weeks			[]Yes	— Form
d.	. What are the duties/responsibilities of the officer? Primarity if	nsation to don.	ini: a dise		ura ren e FIE
	duty officers when necessary and when time permits,				iren special
	Who supervises the officer? Sergeant Logan		****		
f,	How does he/she account for his/her time? Monthly 100 form	10-3-10-31-31-31-			
g.	What is the selection criteria for the assignment? See page 1				
h.	Has the Area member contributed to the success or mission of	the team or task force	? N/A	Yes	□No
	Where coordination is appropriate with the Division Investigative regarding activities?				
				✓Yes	□No
	s there a Memorandum of Understanding (MOU) on file?			Yes	☑ No
	Is the special assignment on a reimbursable contract?			Yes	☑No
	(1) If so, is the contract being followed?			☐ Yes	□No
Page 1					
lime th	- Sergeant Logan performs periodic audits of different function	is. He realizes also th	at if jobs aren't being cor	upleted propo	erly or on
	en the problem(s) will surface.				
(j.u.(J)	- Each Special Duty Officer is responsible for maintaining their	r workload and manag	ging their time.		
AIC	ea does not have a specific vehicle theft program which sets spe	cific goals. However	, a task force is in place ;	and employs	a proactive
pproac	on to auto their in the Bakersfield Area. When a beat officer loc	cates a reported stolen	vehicle, that officer is e	ncouraged to	complete
пу топ	low up possible within an immediate time frame of the arrest. I	f the initiating officer	can not complete all the	follow up, A	rea's felony
) WONO	up officer will help. Ultimately, the case and information may l	be forwarded to the ta	sk force.		
As fo	or encouraging other officers to become involved in the recover	y of stolen vehicles, t	he number of stolen veh	icles and the	number of
0851 p	ins is posted in the briefing room.			Total and the	manuser ()]
age 3			*		
d Of	fficer Sullivan holds one key which secures the VIN plates and	the second key is in a	na manatan liini t	IIXI E .	
ventor	ies.	#	ne master key box and V	IN plate reco	rds match
					T.

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AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER	
Bakersfield	Central	420	
EVALUATED BY		DATE	
F. Vierra, Sgt. 11	559	09/23/2008	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE	area.		
FOLLOW-UP REQUIRED Yes No BY	COMMANDERS REVIEW	M 41	DATE //_	-12-0
1. GENERAL	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Are special duty assignments minimized?			✓ Yes	□No
(1) Is maximum efficiency attained?			✓ Yes	□No
(2) Are there any special duty functions which could be perform	ed by a beat officer or otl	ner support personnel?	☐Yes	☑ No
b. Are assigned duties consistent with the job description?			✓ Yes	□No
(1) Could duties be combined with another special duty assignment	nent for efficiency?		☐ Yes	☑ No
(2) Which special duty officers (positions) were interviewed? A	./I Follow-up/Review, LA	AN/MDC/Radar, Evider	nce, School	
Court, General Support, Training and VIN officers. The su				
c. How are individuals for special duty assignments selected? A_{SS}				
are interviewed by the Admin Sgt and Admin Lt as to knowledg				
Commander.				
(1) Are special duty opportunities open to all officers?			✓ Yes	□No
(2) Does selection contribute to attainment of affirmative action of	goals?		✓ Yes	□No
d. Can the special duty supervisor describe the duties and workload	of the special duty person	onnel?	✓ Yes	□No
(1) Upon what criteria are special duty personnel evaluated? ${ m Pe}$	ersonal observations of th	e Area management tea	ım, public i	 feedback,
review of activity during audits, etc.			-	
(2) Are special duty officers held accountable for their time and p	erformance?		✓ Yes	□No
(3) How is the special duty officer's time planned? Are weekly iti	neraries provided to the :	supervisor?		 ☑ No
e. Do the commander and management team have an active interes	st in special duty program	s?		 □ No
(1) Is time taken by the commander to discuss activities and pote	ential problems?			 □ No
VEHICLE THEFT		ACTION REQUIRED	CORRECTED	
a. What is the scope of the Area's Vehicle Theft Program? The Area	a's Vehicle Theft Progra	n is maintained by a sp	ecialized C	entral
Division Auto Theft Task Force (KERNCATT). The unit encou				
b. Are there open lines of communication with the Division vehicle th				□ No
(1) Is the commander aware of how to obtain assistance from the	Division or Headquarter			 □ No
		=300		

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	(7) Mhair and the second of the					
	(2) Who is authorized to request assistance from vehicle theft coordinators? Beat officers are encouraged to contact their shift					
	supervisor who in turn will request assistance from auto theft officers.					
	s the program effective?	✓ Yes	□No			
	Vehicle theft recovery goals established?	✓ Yes	☐ No			
(2) Goals attained?	✓ Yes	□No			
(3) How does the current number of stolen and recovered vehicles compare to prior time periods? Rep	orted stolen vehic	les are down			
	5% and recovered vehicles are up 6% from the same time period last year (2007).					
(·	4) Are work hours dedicated to the program appropriate?	✓ Yes	□No			
	5) Do beat officers and supervisors have an interest in the program?	✓ Yes	□No			
d. I	s the program supported by district/city attorneys and the courts?	✓ Yes	□No			
(') Has the program been discussed with them?	✓ Yes	□No			
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judg	jes? Area has att	empted to			
	gain vertical prosecution through the Kern County District Attorney's Office.					
e. D	o the commander and management team take a personal interest in the program?	✓ Yes	□No			
(1) What guidance and direction is provided? Updated training in auto theft prevention and recovery is	provided during l	ocal training			
	days and shift briefings. The management team provides an open door policy for assistance and inf					
	to all employees.					
f. An	e supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	✓ Yes	□No			
(1	Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	□No			
(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	✓ Yes	□No			
(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	□No			
(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	□No			
(5)	Do they give guidance and direction?	✓ Yes	□No			
(6)	Do they demonstrate an interest in the program?	✓ Yes	□No			
(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activit Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	ty ☑ Yes	□No			
g. Is	ehicle theft education/training provided by Area?	✓ Yes	☐ No			
(1)	Are training aids used?	✓ Yes	□No			
(2)	Are division vehicle theft coordinators/investigators made available for training?	✓ Yes	□No			
(3)	Vehicle theft prevention discussed at briefings?		□No			
(4)	How is information on unique problems and circumstances disseminated to beat officers? Information	n is provided to A	rea officers			
	during shift briefing, training days and informational bulletins.					
						

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(5) Are officers and supervisors proficient in locating and de		✓ Yes	□No
h. Have any Area officers earned the Department's 10851 Awa		✓ Yes	□No
(1) Have any officers qualified for the Master 10851 Award?		✓ Yes	□No
(2) How are awards presented? Awards are presented by the	ne Commander during scheduled Area training day	s.	
(3) Is the 10851 Award Program used to enhance interest in	the Area's Vehicle Theft Program?		□No
(4) Are Area/Division recovery statistics posted in a manner	which could boost enthusiasm for the program?	✓ Yes	□No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED ACTION REQUIRED.	CORRECTE	D
a. Is the VIN program understood by beat officers?		∠ Yes	□No
(1) Does the volume of VIN referrals to the VIN officer indica	te support by field officers?	✓ Yes	□No
b. Who is the assigned VIN officer? W. Sullivan, ID #11883			
(1) How was he/she trained? Area training classes.			
(a) Is training adequate?	E	✓ Yes	□No
(2) Is the VIN officer proficient?		☑ Yes	□No
(3) Who is the alternate VIN officer? Officer Robert McAdo	po, ID# 14360		
(4) Are VIN inspections conducted in a secure setting?	,	✓ Yes	□No
(5) Is Field Support Section used as a resource?		✓ Yes	□No
c. What kind of system is in place to control the VIN officer's wor	kload? Appointment calendar.		
	7		
(1) Are VIN assignments/verifications done on an appointmen	nt basis?	✓ Yes	□No
(a) Is there an excessive backlog?		☐ Yes	☑ No
(b) Is the vehicle owner's convenience a consideration?		☑ Yes	□No
(2) Are field officers and employees having public contact awa	are of the system used by the VIN officer?	√ Yes	□No
(3) Are associated documents processed promptly and submi	itted on time?	✓ Yes	□No
d. Is there proper security for replacement VIN plates?		✓ Yes	□No
(1) Are inventory controls adequate?		✓ Yes	□No
(2) Are entries legible?		✓ Yes	□No
(3) Do records match inventories?		✓ Yes	□No
(4) Are required reports accurate and submitted properly?		☑ Yes	□No
e. Does the VIN officer use relevant information available from all	ied agencies, DMV and NICB?	☑ Yes	□No

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-44	in any type of v	anous venicle theft in	essional organizations for ex nvestigator's associations?	change of information, su	uch as memberships	☐ Yes	☑ No
-	TRANSPORTATIO			EVALUATED X	ACTION REQUIRED	CORRECTED	
	- rogram condu	the Area?	ement team aware of all asp			✓ Yes	□No
			ed SP&FL Transportation C			✓ Yes	□No
	(1) Are Area fil Safety Man	es maintained as requal?	uired by HPM 82.4, School	Pupil and Farm Labor Tr	ansportation	✓ Yes	□No
	(a) Driver	records, CHP 295, St	tate Department of Education	on T-01, criminal record in	nformation, etc.?	✓ Yes	□No
	(b) CHP 1	00E, Monthly Activity	Report?			✓ Yes	□No
	(c) School	Bus Traffic Collision	Reports and DMV printout i	H-6?	-	✓ Yes	□No
	(d) Approv	ed stops list?	, , , , , , , , , , , , , , , , , , ,			☐ Yes	☑ No
			n Safety Officer/Coordinato			✓ Yes	□No
	Salety I	vianuar?	formance with HPM 82.4, S			☑ Yes	□No
			l Transportation Safety Offic		nn Cain, #14783		
			Report, submitted in a time	ly manner?		✓ Yes	□No
	(5) Is program t	ime properly justified	?			✓ Yes	□No
	(a) How mu	uch time is allotted?	Full time position combin	ed with Specialized Veh	icles Officer.		
	(b) Is time s	sufficient to meet dep	eartmental objectives?			✓ Yes	□No
	(c) Is the tir	ne expended within t	he Area's allotment?			✓ Yes	□No
C.	Is responsibility to supervisor?	for supervision of the	School Pupil Transportation	n Safety Program assign	ed to a specific	✓ Yes	□No
	(1) Does the sup	pervisor have adequa	ate knowledge of the functio	ns of the Area program?		✓ Yes	□No
	(2) Does the sup manual?	pervisor have a copy	of HPM 82.4, School Pupil	and Farm Labor Transpo	rtation Safety	✓ Yes	□No
	(3) Is he/she awa	are of the officer/coor	rdinator's workload?			✓ Yes	□No
100	(4) Does the sup	ervisor review CHP	100Es, Monthly Activity Rep	oort, submitted by the offi	cer/coordinator?	✓ Yes	□No
d.	What training has Attended In-Servi	the School Pupil Sat ce Training classes?	fety Transportation Safety C Have a thorough, practical	Officer/Coordinator had? knowledge of:	School Bus Officer / C	oordinator	class
	(1) Departmental	policy relating to the	School Pupil Safety Trans	portation Safety Program	1?	✓ Yes	□No
	(2) School bus di	river certification?	2201				□No
	(3) School bus a	ocident investigation?	?			☑ Yes	□No
	(4) School bus re	inspection?				✓ Yes	□No
	(5) School bus ro	utes and stops?		VS VS1		☑ Yes	□No
				× × × × × × × × × × × × × × × × × × ×			

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SPECIAL FUNCTIONS

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_		and omocomountator coordinate activities and information			Yes	□No
		(1) Is he/she aware of the technical assistance available from C		tion?	✓ Yes	□No
_	f.	Is there a sound procedure for scheduling and administering wri	tten tests?		✓ Yes	□No
_	-	(1) Are certain days selected for testing so that a maximum nur	nber of applicants can b	e tested at one time?	✓ Yes	□No
_		(2) Who administers the test? The School Bus Officer				
_		(3) Is a proctor present?			✓ Yes	□No
-		(4) Adequate supply of the five variations of both the driver and	first aid tests on hand?		✓ Yes	□No
_		(5) Who reviews the tests with the applicants? The School Bu	s Officer			
_	((6) Is the driving test of sufficient scope to provide an adequate	test of knowledge, skill,	and self-control?	✓ Yes	□No
_	((7) Are driving errors discussed with the applicant?			✓ Yes	□No
-	((8) Is the school bus transportation supervisor advised of any ac	dditional training needs?			□No
-	g. [Does the School Pupil Safety Transportation Officer conduct on-	scene investigations?		✓ Yes	□No
_	((1) Are follow-up investigations conducted when appropriate?			✓ Yes	□No
	(2	(2) Are appropriate special coding made on all school bus invest	tigations?		✓ Yes	□No
	(;	(3) Does the officer/coordinator review all school bus accident in recommendations to DMV to take any warranted actions aga	vestigations and made inst the driver?	appropriate	☑ Yes	□No
		(a) Has the officer/coordinator demonstrated a willingness to	take such action wher	warranted?	✓ Yes	□No
	h. A	Are hazardous routes or stops reported in writing to the governing	board of the school dis	strict?	✓ Yes	□No
	(1	 Are all stops annually reviewed for approval pursuant to the (California Vehicle Code	and Title 13?	☐ Yes	✓ No
	(2	2) How many approved stops exist in the Area? 0				
	i. D vi	Do field officers take appropriate enforcement and follow-up action iolations?	n for observed school p	upil safety related	✓ Yes	□No
5.	EVID	LINGE/FROPERTY CONTROL	EVALUATED X	ACTION REQUIRED	CORRECTED	
â	a. Ha	las the Area commander demonstrated an interest in the proper	1.5//	property?	✓ Yes	□No
) Who has been assigned by the commander as the evidence/				
	(2)) Has an alternate for this position been assigned?			☑ Yes	□No
	(3)) Who is the evidence/property supervisor? Sergeant L. Loga	n, # 12958			
b	. Do Ma	oes the evidence/property officer have a good understanding of tanual?	the requirements of HPI	M 70.1, Evidence	☑ Yes	□No
	(1)	Does the supervisor fully understand his/her responsibilities?			☑ Yes	□ No
		(a) Does he/she follow the guidelines in HPM 70.1, Evidence	Manual, regarding aud	its and inventories?	☑ Yes	□ No
	(2)				✓ Yes	□ No
	000 E	(a) Is the system adequate?		The condition	✓ Yes	□ No
_	-					

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	✓ Yes	□No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	✓ Yes	□No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	✓ Yes	□No
(a) Are entered items canceled when the property is no longer in CHP possession?	✓ Yes	□No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	✓ Yes	□No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	✓ Yes	□No
(2) Property.	☑ Yes	□No
(3) Weapons.	✓ Yes	□No
(4) Controlled substances.	✓ Yes	☐ No
(5) Alcoholic beverages.	✓ Yes	□No
(6) License plates.	☑ Yes	□No
(7) Money.	✓ Yes	□No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	✓ Yes	□No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	√ Yes	□No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	✓ Yes	□No
(1) Is the system adequate?	✓ Yes	□No
(2) Is there a suspense system?	✓ Yes	□No
(3) Are all items properly identified?	✓ Yes	□No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	☑ Yes	□No
(a) Do Area records compare accurately with court records?	✓ Yes	□No
f. Are periodic audits completed to ensure integrity of the property system?	☑ Yes	□No
(1) Has a semiannual audit of the property system been conducted?	☑ Yes	□No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	✓ Yes	□No
(a) Have more frequent audits been conducted in identified problem areas?	✓ Yes	□No
g. Have inventories been conducted periodically to ensure integrity of the system?	✓ Yes	□No
h. Is security adequate?	✓ Yes	□No
(1) Is a security log maintained in the property room?	✓ Yes	□No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	✓ Yes	□No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	✓ Yes	□No
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(2)	How many sets of keys are there to the evidence/property lockers?	room and the temporary e	evidence storage Two	(2)	
	(a) Is the distribution of the keys according to policy?			✓ Yes	□No
(3)	Is the evidence/property officer other than the court officer	?		✓ Yes	□No
	(a) Is the evidence/property officer other than a field office	er or an officer involved in	collecting evidence?	✓ Yes	□No
(4)	Is the property room accessible by repair/maintenance per	sonnel?		Yes	☑ No
	(a) Is the room accessible by repair/maintenance personn	iel?		Yes	✓ No
	(b) Is there a false ceiling?			Yes	☑ No
	(c) Are door hinges on the inside of the room?				
	(d) Are any items which require access by other than the evidence/property officer stored in the room?				
	(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?				
-	(If not, have steps been initiated to correct the problem	?)		Yes	□No
(5)	Are pass-through type temporary storage lockers secured f	rom the inside to prevent	entry?	✓ Yes	□No
	(a) Is evidence left in these lockers for no more than one of	lay?		✓ Yes	□No
(6)	Is Area knowledgeable of investigatory requirements in the with packages containing controlled substances?	event of any instance of s	suspected tampering	☑ Yes	□No
	(a) Have any internal investigations been initiated by Area	for any such incidents?		 Yes	☑ No
6. COLLI	SION INVESTIGATION FOLLOW-UP	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Doe	s the Area have an Al officer?	IA.		✓ Yes	□No
b. Who	is responsible for supervising the officer? Sergeant L. Loga	an, #12958			
c. How	much time is allocated to the position? Full time position.				
(1)	s time allocated sufficient?	10.15		✓ Yes	□No
d. Doe	the collision investigation follow-up officer have a job desci	ription?		✓ Yes	□ No
(1) 1	it current?			✓ Yes	 □ No
(2)	What are the officer's duties? Follow-up on hit-and-run col	llisions, related suppleme	ntal reports and corresp		
	from other CHP Areas and allied agencies, enforcement act				
	the officer understand special reporting requirements?			✓ Yes	□No
f. Does	the officer have training or special qualifications that comple	ement the position?		✓ Yes	□No
g. Is the	officer available to respond to accidents to provide technical	al assistance?	=======================================	✓ Yes	□No
h. Does	the officer identify training needs and discuss them with his	s/her supervisor?			
i. Does	the officer prepare charts, graphs, or statistics that identify	problem locations for dep	loyment purposes?	 ✓ Yes	□No
	he officer have other duties, if so, what are they?	7-11-1		✓ Yes	□ No
As lis	ed in d.(2) above, "other duties as required" may be any du	uty required as an Officer	, CHP.		

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SPECIAL FUNCTIONS

7. COURT LIAISON OFFICER	EVALUATED	ACTION REQUIRED	CORRECTE	D
a. Does the Area have an officer assigned court liaison dutie	X 			
b. Who supervises the officer? Sergeant L. Logan, #12958			✓ Yes	□ No
c. How much time is allocated to the position? Full time pos				
d. Does the officer have a job description?				
(1) Is it accurate?			✓ Yes	□ No
(2) When was it last revised? 05/14/2008				□No
(3) What are the officer's duties?				
e. Does he/she have responsibilities for prisoner arraignmen	t?		☐ Yes	☑ No
f. Does the officer command respect of his/her peer group?			✓ Yes	
g. Is the court officer involved in the DUI Cost Recovery Prog			Yes	□ No □ No
h. Does the officer initiate a CHP 735, Incident Response Re		nt?	Yes	
(1) Does the officer(s)' times on the CHP 735 correspond				☑ No
- I cla record?		Sittle of the 415, Daily	☐Yes	□No
(2) Does the officer(s) maintain a log?			☐Yes	□No
(3) Does the officer(s) forward the form to Fiscal Manager		osition?	☐Yes	□No
i. How may courts are within the Area's jurisdiction? Seven (7				
j. Does the officer deal with more than one district attorney's (DA) office?		✓ Yes	□No
k. Does the officer have other duties?			✓ Yes	□No
(1) If so, what are the other duties? Entry of information	into the AIS, access to	criminal history and "rap"	sheet informa	ation when
required for felony arrests.				
ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED)
a. Does the Area have an officer assigned as AF coordinator?			✓ Yes	□ No
Does the officer have current job description?			☑ Yes	□ No
. Is he/she familiar with HPM 81.5, Drug Programs Manual?			✓ Yes	□ No
. Is Area coordinator logging AF cases separate from evidence	pe?		✓ Yes	□ No
e. Is there a process in place to ensure proper disposition of A			✓ Yes	□ No
Does Area's log agree with the Field Services Section (FSS)			✓ Yes	□ No
(1) If not, why not?			[162	
. Is the disposition of cases supported by documentation such distribution memorandum?	as arrest reports, cou	rt order, and AF	☑ Yes	□No

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	h.	Has	the Area seized any vehicles under AF?			Yes	☑ No
		(1)	If so, does the AF coordinator know where the vehicles are	located and their current	disposition?	Yes	□No
_	i.	Is the	e Franchise Tax Board notified of all seizures valued at \$5,0	000 or more?		✓ Yes	□No
	j.	Does	s the AF coordinator complete a mis-screen 50?			Yes	□No
	k.	Does	s Area notify Division of all vehicle/boat/plane seizures?			✓ Yes	□No
	l.	ls Fle	eet Operations Section notified?			✓ Yes	□No
	m.	Are	all vehicles stored safely and properly protected from inclen	nent weather?		✓ Yes	□No
-	n.	Are la for sa	arge sums of cash, jewelry, and other small items of value s afekeeping?	stored in a safety deposit	box at a local bank	Yes	□No
	0,	Are la	arge sums of cash deposited in a departmental interest-bea	ring bank account design	nated for AF?	✓ Yes	□No
	р.	What	t is the procedure in handling monetary AF awards (checks	from the DA)? A check	is sent to the Command	er who turn	s the funds
		over	to the Evidence Officer. The Evidence Officer makes cop-	ies of all the documentat	ion and forwards funds	to Account	ing Unit.
	q.	Is the	e check remitted to the Area's cashier for transmittal to Fisca cations to FSS and the Division AF coordinator?	al Management Section v	with proper	✓ Yes	□No
9.	SPE	ECIAL	LIZED VEHICLES	EVALUATED X	ACTION REQUIRED	CORRECTED	
	a.	Opera	ation and Inspection				
	((1) Is	s there an officer assigned to oversee the operation of spec	ialized vehicles within the	e Area?	✓ Yes	□No
		(a	a) Who supervises the officer(s)? Sergeant L. Logan, #12	958			
		(b	b) How much time is allocated? Position combined with	that of the School Bus o	fficer.		
	(2) D	oes the officer have a job description?			✓ Yes	□No
_		(a	ı) Is it accurate?			✓ Yes	□No
		(b	When was it last revised? 05/14/2008				
	(;	3) Do sp	o officers understand policy concerning permits, licensing, secialized vehicles?	inspections, and regulati	ons pertaining to		□No
	(4	4) To	ow Trucks				
		(a)) Is the Area in compliance with HPM 81.2, Vehicle Proce operation of tow trucks?	dures Manual, Chapter 7	, concerning	✓ Yes	□No
		(b)	Do files contain current contracts and inspection forms?			✓ Yes	□No
		(c)	Are there any recent complaints?	•	1000	Yes	☑No
		(d)	Are complaints documented on the CHP 240, Complaint Supplement?	Investigation, and CHP	556, Narrative	✓ Yes	□No
		(e)	Who is responsible for inspections? The Specialized V	ehicles Officer, Mike Ro	eed, #12983.		
		(f)	Does an officer occasionally conduct a random inspection process?	n to ensure the integrity o	of the inspection	✓ Yes	□No
		(g)	Is there evidence that discrepancies are promptly correct	ted?		✓ Yes	□No
		_					

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	È					
	(h)	Who conducts annual tow meetings?The School Bus	s / Tow Officer			
		1 Does the commander attend?			✓ Yes	□No
		2 Is an agenda prepared?			✓ Yes	□No
		3 Are minutes prepared and circulated for review?			✓ Yes	□No
		4 When was the last annual meeting? May 14, 200	8.			
	(i)	Are rotation and sector assignment procedures clearly	established?		✓ Yes	□No
	(j)	low are road patrol officers notified of suspensions or otation tow list? During briefing and Area training dates	removal of a tow truck coays.	ompany from the		
((k)	Do road patrol officers take appropriate enforcement apperators?	action for observed violati	ons by tow truck	✓ Yes	□No
(5) /	Amb	ılances				
((a)	Who is responsible for overseeing the operation of an	nbulances within the Area	? The Specialized Vehi	cles Office	er, Mike Ree
		#12983				
(b) I	s the officer familiar with licensing, permits, and inspe fanual, HPM 82.1, and Vehicle Equipment Inspection	ections as noted in the Lic Guide, HPG 83.2?	enses and Permits	✓ Yes	□No
((c) /	re ambulances periodically inspected to verify compli itle 13,California Code of Regulations?	iance with the California \	/ehicle Code and	✓ Yes	□No
(0	d) /	re complaints received at Area investigated and docu	umented?		✓ Yes	 □ No
(€	∋) I r	ambulances are removed from service, is there any quests notification?	branch of county governn	nent that	✓ Yes	□No
	1	If so, how is this done? The Kern County Health D	Department would be advi	ised with a memo using		
			77			
(f)	A	e ambulance inspection forms in file current?			✓ Yes	□No
(6) Ar	moi	ed Vehicles				
(a) D	pes the Area make initial inspections, CHP 363, on a Area?	rmored vehicles which ma	ay be based in the	✓ Yes	□No
(b)) W	nat impact on the Area workload do these inspection	s have? Inspections have	ve not had a significant i		
				o de la companya de l	mpace on a	Torkioua.
(7) Au	ıthor	zed Emergency Vehicles (AEV)	351			
(a)	Ot	ner than ambulances, inspection of AEVs will normal equipment. Do initial and renewal inspections crea	ly be limited to privately o	owned fire fighting ad on the Area?	☐Yes	☑ No
CALIFOR PROGRA	AINS M	RESIDENT FOREIGN REGISTRATION (CRFR)	EVALUATED X	ACTION REQUIRED	CORRECTED	
	_	The state of the s				

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a	 If the Department currently has an active CRFR program, doe attempts by California residents to avoid payment of licensing 	s the Area have an	officer assigned to investiga s due in California?	ate □ Yes	☑ No
	(1) Who supervises the officer?				
	(2) Is sufficient time allocated for this program?			☐ Yes	□No
	(3) Does the officer have a job description?			☐ Yes	□No
	(a) Is it accurate?			 ☐ Yes	□ No
b.	Does the Area program follow the guidelines in the Registratio	n Enforcement Man	ual, HPM 82.5, Chapter 3?	✓ Yes	□No
c.	Are suspected violations documented on Registration 69 forms Registration Compliance Unit?			✓ Yes	□No
	(1) If locally processed, are CHP 215s, Notice to Appear, issu registration is due?	led when it is establi	shed that California	☐ Yes	□No
d.	Is the CRFR officer aware that the rules of evidence pertaining of this type?	to search and seizu	re apply to violations	□ Yes	□ No
е.	Does the Area report significant statistics to Division by comm-	net by the 10th of ea	ach month?	☐ Yes	□ No
f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?					
	continuance:	EVALUATED	<i>6</i>	Yes	□No
11. G	ENERAL SUPPORT	X	ACTION REQUIRED	CORRECTE	D
a.	Is an officer assigned to general support including violation clea			✓ Yes	□No
b.	What additional duties does he/she perform? Answers incoming	ng telephone calls, p	participates in the CHP recr	uitment prog	gram by
	interviewing perspective applicants, assists A/I Follow-up Off				
	contributes to security of the office by screening persons who	are permitted inside	the front counter, other du	———— ties as may b	e required as
	an Officer, CHP.				
C.	s there a job description?			✓ Yes	□No
	(1) Is it accurate?		100 - 1	✓ Yes	□No
(2) When was it last revised? 05/14/08			iv.	
d.	How much time is allocated to this position? Full time position	1.			
e. \	Nith minimal instruction, could this position be handled by limite	d duty personnel?		✓ Yes	□ No
	EA TRAINING OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED	
а. [Does the Area have an officer assigned as the Area training officer	cer?		☑ Yes	No
b. F	low much time is allocated to this position? Full time position				
c. V	Who supervises the officer? Sergeant Logan, #12958	*			
d. C	oes the officer have a job description?			✓ Yes	
(1) When was it last revised? 05/14/08				
e. D	oes the officer command the respect of his/her peers?			✓ Yes	□No
f. D	oes the officer have the support of the supervisors?			 ✓ Yes	□No

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-	g. What training has been provided to the officer? Area training for the position, CPR Instructor training. The Ar	ea Trainin	g Officer is
_	currently scheduled for training as a weapons/range officer.		
_			
_	h. Has he/she been trained as a Department instructor?	☐Yes	✓ No
_	i. Is the officer certified as an officer safety training instructor?	Yes	☑No
	j. Has he/she attended the Department's weapons/range officer training?	☐Yes	☑ No
	k. Is the officer qualified to train employees to use tactical rifles?	☐ Yes	☑ No
	Is the officer a CPR instructor?	✓ Yes	□No
r	m. What role does the officer have in developing and/or presenting Area training programs? The Area Training O	officer coor	rdinates and
	establishes a local agenda on Area training days and ensures a program that meets POST and Departmental tra		
	Area Training Officer also maintains Area records for all training received by Area Officers.		
n	. Does the officer keep Area informed of officers deficient in training or those who have superior performance?	✓ Yes	□No
0	. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	Yes	☑ No
Р	. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	Yes	☑ No
q.	. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	✓ Yes	□No
r.	Is the officer responsible for performing range maintenance?	☐ Yes	☑ No
\$.	What other duties or assignments does the training officer have? The Training Officer also assists the General	Support a	nd A /l
	Review Officers. Other duties include Area overtime coordinator for special projects and the Administrative O	fficer in cl	harge of
	equipment dispersal, records and repair.		
3. L	IMITED DUTY EVALUATED X	CORRECTED	D
a.		✓ Yes	□No
	(1) What are their classifications, and what duties are they assigned? Currently, two limited duty personnel a		
	Both positions are classified as "Officer, CHP". One officer assists the General Support Officer and the other		
	Officer. Both officers also assist the clerical staff when needed.		
b.	Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of		
_	Entitled-Duty Assignment?	✓ Yes	□No
	(1) Could they be used more efficiently?	☐ Yes	☑ No
c.	If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?	□Yes	☑ No
d.	Are any current assignments in excess of six months?	Yes	 ☑ No
e.	Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?	✓ Yes	□ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

f.	Are limited duty personnel having public contact appropriately	✓ Yes	□No			
14.	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED	ACTION REQUIRED	CORRECTE	D	
a	. Does the Area have personnel assigned to special projects or	tactical operations?		✓ Yes	□No	
b	. Is the position full time or on an on-call basis?			✓ Yes	□No	
С.	. If full time, is the assignment for a specified number of weeks o	or months?		☐ Yes	□No	
d.	. What are the duties/responsibilities of the officer? Road Racin	g Task Force officers	are responsible for vehicl	e code violat	ions with an	
	emphasis on street racing and equipment violations. Each officer must complete a specialized training class before becoming a team					
	member. The Gang Suppression Task Force works closely with allied agencies in a cooperative effort to combat gang activity.					
	Officers of the gang unit must have a strong working knowled					
e.						
f.						
g.	What is the selection criteria for the assignment? Expressed int	terest in the program(s), any special qualification	ons, interviev	process.	
h.	Has the Area member contributed to the success or mission of	the team or task force	?		□No	
i.	Where coordination is appropriate with the Division Investigative regarding activities?	e Services Unit, is ther	e ongoing discussion	☑ Yes	П No	
j.	Is there a Memorandum of Understanding (MOU) on file?			 ☐ Yes		
k.	Is the special assignment on a reimbursable contract?		100-11-11	 ☐ Yes	 ☑ No	
	(1) If so, is the contract being followed?			Yes	□No	

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SECTIONS	COMMENTS DATE: 09/23/2008
1 1 (2)	
1. d. (3)	Special duty officers meet with their supervisor for a morning briefing to discuss time management
	and completion of workload to meet deadlines as set by the Area Commander. Any special activity
	or potential problems are related to the supervisor, who may pass relevant information on to the
	Commander. The morning briefing, as instituted by the Special Duty Supervisor, Sergeant Logar
	#12958, was viewed as an excellent tool to schedule and manage time used by the special duty
	officers.
2.	The Area Vehicle Theft program is maintained with the assistance of a Division Vehicle Theft uni
	Central Division provides personnel for the Kern County Auto Theft Task Force (Kern CATT).
	Requests for the assistance of the CATT vehicle theft unit may be made through any supervisor.
	Division vehicle theft coordinators maintain an open line of communications with Area and
	encourage pro-active enforcement of auto theft violations during local training days and random
	contact with Area personnel.
4.b.(d)	An approved stops list is not maintained as all school bus stops located in the Area meet the criterian
	as established under 13 CCR 1238(c).
4.h.(1), 4.h.(2)	Refer to note on 4.b.(d) above.
5.a.(2)	Officer Mike Reed, #12983.
5.h.(2)(a)	(1) key assigned to the Evidence Officer, (1) key assigned to the Commander.
5.h.(5)(a)	Evidence may be left in an evidence locker over the weekend when the Evidence Officer is on his
	regularly schedule day off. Evidence is promptly entered into the property room upon his return.
'.d.(3)	Checks/maintains booking log, assures that complaints are proper and that required reports are
	complete and expedites them to the appropriate court or department for filing, immediately forward
	reports on in-custody juveniles to Juvenile Probation, coordinates complaints with allied agencies,
	liaison with allied agencies, reviews felony and misdemeanor reports and submits them to the DA's
	Office, liaison with the DA's Office and assists the DA when necessary in the proper presentation
***	of court cases, initiates small claims and court action against persons failing to satisfy claims which
	are due the State of California, periodic court appearances to observe officer's court testimony,
P	provides relief and assistance to the General Support Officer, other duties that may be required as
	Officer, CHP.
h.	CHP 735's are an assigned duty of the Evidence Officer.
a.(4)(h)(4)	Annual Inspections are conducted during the 2nd week of November.

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

	ection : Special Functions	DATE:	09/23/200
SECTIONS	COMMENTS	E73-14	
0.	CRFR Forms (REG 69) are forwarded to Central Division for	follow-up.	
4.c.	Assignments are established on a random basis, usually during	g times of suspected p	eak activity o
	information supplied by citizens' complaints.		
4.k.	Both the Street Racing and Gang Task Force programs are fun	ded by grants. The p	rograms have
	been productive in deterring criminal activity and providing a	safer environment for	the general
	public.		
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AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS
CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Buttonwillow	Central	462
EVALUATED BY		DATE
Sergeant Vander N	1el	12/12/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TOTAL CONTRACTOR IN THE CONTRA	, ,			
TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Correction F	Report COMMANDER'S REVIEW		DATE	
☐ Yes ☑ No	Mean	J	1-9-	09
1. GENERAL	EVALUATED Sergeant Vander Mel	ACTION REQUIRED	CORRECTED	
a. Are special duty assignments minimized?			✓ Yes	□No
(1) Is maximum efficiency attained?			✓ Yes	□No
(2) Are there any special duty functions which	could be performed by a beat officer or other	ner support personnel?	✓ Yes	□No
b. Are assigned duties consistent with the job des	cription?		✓ Yes	□No
(1) Could duties be combined with another spo	ecial duty assignment for efficiency?		☐ Yes	☑ No
(2) Which special duty officers (positions) were	interviewed? Officers Arrington and Ols	on		
c. How are individuals for special duty assignment	s selected? The positions are advertised	on a briefing item direct	ing person	inel to
submit a memorandum of interest. The person	selected is the best person for the job. If r	nore than one good can	didate exis	ts then
seniority has an impact; as does bilingual skills	if the position has public contact.			
(1) Are special duty opportunities open to all of	ficers?		✓ Yes	□No
(2) Does selection contribute to attainment of a	ffirmative action goals?		✓ Yes	□No
d. Can the special duty supervisor describe the du	ties and workload of the special duty perso	nnel?	✓ Yes	□No
(1) Upon what criteria are special duty personn	el evaluated? Job performance and HPM	10.10.		
(2) Are special duty officers held accountable for	or their time and performance?		☑ Yes	□No
(3) How is the special duty officer's time planne	d? Are weekly itineraries provided to the s	upervisor?	Yes	☑ No
e. Do the commander and management team have	an active interest in special duty program	s?	✓ Yes	□No
(1) Is time taken by the commander to discuss a	activities and potential problems?		✓ Yes	□No
VEHICLE THEFT	Sergeant Vander Mel	CTION REQUIRED (CORRECTED	
a. What is the scope of the Area's Vehicle Theft Pro	ogram? The Kern County task force hand	les the Buttonwillow Ar	ea auto th	eft program.
b. Are there open lines of communication with the E	Nivision vehicle theft coordinator?		√] Yes	
(1) Is the commander aware of how to obtain as				□ No
(1) is the commander aware of now to obtain as	Sistance from the Division of Fredaydatters	, ocoraniatoro i		

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0111	1000	1	,			

(2) Who is authorized to request assistance from vehicle theft coordinators? Sergeants		
c. Is the program effective?	. ✓ Yes	□No
(1) Vehicle thefl recovery goals established?	Yes	☑ No
(2) Goals attained?	□Yes	√ No
(3) How does the current number of stolen and recovered vehicles compare to prior time p	eriods? Statistics and goals ha	ive not been
set in the past. The Buttonwillow Area's clientele is primarily transient traffic on Inter	rstate 5.	
(4) Are work hours dedicated to the program appropriate?	✓ Yes	□No
(5) Do beat officers and supervisors have an interest in the program?	✓ Yes	□No
d. Is the program supported by district/city attorneys and the courts?	✓ Yes	□No
(1) Has the program been discussed with them?	√ Yes	□No
(2) What, if any, other steps have been taken to ensure program effectiveness with prosect	utors and judges? The Kern C	County Task
Force works closely with the District Attorney's office.		
e. Do the commander and management team take a personal interest in the program?	✓ Yes	□No
(1) What guidance and direction is provided? When an arrest is made or a stolen report is	taken, the court officer review	s it for follow
up information. If the involved officer can continue to investigate the case he/she is gi	ven direction on how to procee	ed, If Area
personnel come to a point where they have exhausted all leads, the information is forw	arded to the task force.	
f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?		□No
(1) Do they have an idea of the number of thefts and recoveries in the Area?	☐ Yes	☑ No
(2) Are they knowledgeable of the Department's Vehicle Theft Program?	✓ Yes	□No
(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniq	ues?	□No
(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification products	cedures?	□No
(5) Do they give guidance and direction?	✓ Yes	□No
(6) Do they demonstrate an interest in the program?		□No
(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Eva Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report	uluation/Activity ort, issued?	□No
g. Is vehicle theft education/training provided by Area?	✓ Yes	□No
(1) Are training aids used?	✓ Yes	□No
(2) Are division vehicle theft coordinators/investigators made available for training?		□No
(3) Vehicle theft prevention discussed at briefings?	✓ Yes	□No
(4) How is information on unique problems and circumstances disseminated to beat officers	? Briefing items	

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SPECIAL FUNCTIONS

-	==	 Are officers and supervisors proficient in locating and decoc 	ding VINs?		✓ Yes	□No
		Have any Area officers earned the Department's 10851 Award?			√ Yes	□No
-		Have any officers qualified for the Master 10851 Award?			Yes	☑ No
-	-	2) How are awards presented? By the commander at training	days			
-		7, 1100 210 21121			ti .	
_	(3	3) Is the 10851 Award Program used to enhance interest in the	e Area's Vehicle Theft Pr	ogram?	✓ Yes	□No
	,	Are Area/Division recovery statistics posted in a manner wh			Yes	☑ No
3. \		ICLE IDENTIFICATION NUMBER PROGRAM	Sergeant Vander Mel	ACTION REQUIRED	CORRECTE	5
a	, Is	the VIN program understood by beat officers?			Yes	□ No
-	(1) Does the volume of VIN referrals to the VIN officer indicate s	support by field officers?		☐ Yes	□ No
b	. N					
	(1) How was he/she trained? Area has not had a VIN p	rógram because the Bake	ersfield Arca has alway	s handled t	his workload.
	Recently the Bakersfield Area has requested Buttonwillow to implement a program. Area has ordered replacem					
		and all are present as recorded on the CFIP 266. Credit Men				
		(a) Is training adequate?			Yes	□ No
	(2)	Is the VIN officer proficient?			☐ Yes	□ No
	(3)) Who is the alternate VIN officer?				
	(4)	Are VIN inspections conducted in a secure setting?			☐ Yes	□No
-	(5)	Is Field Support Section used as a resource?			Yes	□ No
С,	WI	hat kind of system is in place to control the VIN officer's worklo	ad?			
						ŧ
	(1)	Are VIN assignments/verifications done on an appointment b	asis?		☐ Yes	□No
		(a) Is there an excessive backlog?			Yes	□No
		(b) Is the vehicle owner's convenience a consideration?		· · · · · · · · · · · · · · · · · · ·	Yes	□No
	(2)	Are field officers and employees having public contact aware	of the system used by the	ne VIN officer?	Yes	□No
	(3)	Are associated documents processed promptly and submitted	d on time?		Yes	□No
d.	ls t	here proper security for replacement VIN plates?			✓ Yes	□ No
	(1)	Are inventory controls adequate?			✓ Yes	□ No
	(2)	Are entries legible?			Yes	□ No
	(3)	Do records match inventories?			✓ Yes	□ No
	(4)	Are required reports accurate and submitted properly?			Yes	□ No
е.	Doe	es the VIN officer use relevant information available from allied	agencies, DMV and NIC	DB?	Yes	□ No

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f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?					Yes	□No
4.	SCH	HOOL PUPIL AND FARM LABOR (SP&FL)	Sergeant Vander Mel	ACTION REQUIRED	CORRECTE):
	a. I	s the Area commander and management team aware of all aspe Program conducted in the Area?	ects of the SP&FL Trans	portation Safety	✓ Yes	□No
		Does the Area have either a uniformed SP&FL Transportation Of Coordinator?	ficer or a nonuniformed	School Bus Officer/	√ Yes	□No
	(*	Are Area files maintained as required by HPM 82.4, School F Safety Manual?	upil and Farm Labor Tra	ansportation	✓ Yes	□No
-	(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?				✓ Yes	□No
-		(b) CHP 100E, Monthly Activity Report?			✓ Yes	□No
		(c) School Bus Traffic Collision Reports and DMV printout H	-6?		✓ Yes	□No
		(d) Approved stops list? THERE ARE NO STOPS I	NEGATION ME	ET THE CRITER	Yes	☑ No
-	(2	The state of the s	proficient in performing	assigned duties?	✓ Yes	□No
		(a) Are duties performed in conformance with HPM 82.4, Sci Safety Manual?			√ Yes	□No
	(3)) Who is the alternate School Pupil Transportation Safety Office	er/Coordinator? An allo	ernate is not necessary.		
-312	(4)) Are CHP 100Es, Monthly Activity Report, submitted in a timely	y manner?		✓ Yes	□No
	(5)	Is program time properly justified?			[∕] Yes	□No
_		(a) How much time is allotted? The amount of time varies	but time is sufficient to	complete related duties		
		(b) Is time sufficient to meet departmental objectives?			✓Yes	□No
		(c) Is the time expended within the Area's allotment?			Yes	□No
C,		responsibility for supervision of the School Pupil Transportation upervisor?	Safety Program assigne	ed to a specific	✓ Yes	□No
	(1)	Does the supervisor have adequate knowledge of the function	s of the Area program?		✓ Yes	□No
	(2)	Does the supervisor have a copy of HPM 82.4, School Pupil at manual?	nd Farm Labor Transpo	rtation Safety	Yes	□No
	(3)	Is he/she aware of the officer/coordinator's workload?		415-7-2	✓ Yes	□No
	(4)	Does the supervisor review CHP 100Es, Monthly Activity Repo	ort, submitted by the office	cer/coordinator?	✓ Yes	□No
d.	Wh	at training has the School Pupil Safety Transportation Safety Of ended In-Service Training classes? Have a thorough, practical I	ficer/Coordinator had? , knowledge of:	The Department trainin	g at the act	ndemy.
	(1)	Departmental policy relating to the School Pupil Safety Transpo	ortation Safety Program	?	✓ Yes	□No
_	(2)	School bus driver certification?			✓ Yes	□ No
	(3)	School bus accident investigation?			√ Yes	□No
_	(4)	School bus reinspection?			√ Yes	□No
	(5)	School bus routes and stops?			✓ Yes	□ No

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_	е	Does the officer/coordinator coordinate activities and informati	on with adjacent Areas?		☐ Yes	☑ No
-		Is he/she aware of the technical assistance available from		ction?	√ Yes	□No
		s there a sound procedure for scheduling and administering w			✓ Yes	□No
-		Are certain days selected for testing so that a maximum ni		be tested at one time?	☐ Yes	☑ No
	()	2) Who administers the test? Officer Olson				
_	(;	B) Is a proctor present?			✓ Yes	□No
	(4) Adequate supply of the five variations of both the driver an	d first aid tests on hand?	,	✓ Yes	□No
	(!	the state of the same section of the same sect				
	(6) Is the driving test of sufficient scope to provide an adequat	e test of knowledge, skill	, and self-control?	✓ Yes	□No
-	(7) Are driving errors discussed with the applicant?			✓ Yes	□No
_	(8)) Is the school bus transportation supervisor advised of any	additional training needs	?	✓ Yes	□ No
	g. D	oes the School Pupil Safety Transportation Officer conduct or	n-scene investigations?			□No
	(1) Are follow-up investigations conducted when appropriate?			✓ Yes	□No
_	(2	Are appropriate special coding made on all school bus inve	estigations?	367	✓ Yes	□No
_	(3	Does the officer/coordinator review all school bus accident recommendations to DMV to take any warranted actions ag	investigations and made painst the driver?	appropriate	✓ Yes	□No
	-	(a) Has the officer/coordinator demonstrated a willingness	to take such action whe	n warranted?	✓ Yes	□No
_	h. Ar	e hazardous routes or stops reported in writing to the governi	ng board of the school d	istrict?	☐ Yes	✓ No
	(1)	Are all stops annually reviewed for approval pursuant to the	e California Vehicle Code	e and Title 13?	Yes	✓ No
	(2)	(2) How many approved stops exist in the Area? No stops in the Area meet the criteria to be on the approved				
		field officers take appropriate enforcement and follow-up act lations?	ion for observed school	pupil safety related	✓ Yes	□No
5.	EVIDE	NCE/PROPERTY CONTROL	EVALUATED	ACTION REQUIRED	CORRECTED	
_	a. Ha	s the Area commander demonstrated an interest in the prope	er control of evidence an	d properly?	Tyes	□ No
=		Who has been assigned by the commander as the evidence				
-	(2)	Has an alternate for this position been assigned?			Yes	□No
_	(3)	Who is the evidence/property supervisor?				
	b. Do	The state of the requirements of HPM 70.1. Evidence				□No
	(1)	Does the supervisor fully understand his/her responsibilities	?		☐Yes	□No
-		(a) Does he/she follow the guidelines in HPM 70.1, Evident		dits and inventories?	Yes	□No
_	(2)	Has a system been implemented which will ensure maintena			☐Yes	□No
		(a) Is the system adequate?	110000000000000000000000000000000000000		Yes	□No

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	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	Yes	□ No
(4)	Are ilems disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	Yes	□ No
(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	Yes	/No
	(a) Are entered items canceled when the property is no longer in CHP possession?	□Ygs	□No
(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	□Yes	□No
c. Hav	ve procedures been examined for retaining and disposing of:		
(1)	Evidence.	Yes	□No
(2)	Property.	Yes	□No
(3)	Weapons.	☐ Yes	□ No
(4)	Controlled substances.	☐ Yes	□No
(5)	Alcoholic beverages.	☐ Yes	□No
(6)	License plates.	☐Yes	□No
(7)	Money.	Yes	□No
d. Has Sect	unclaimed property of value been picked up by the Department of General Services, Material Services tion, for storage and disposal after it has been held for 30 days?	Yes	□No
	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	Yes	□No
	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	Yes	□No
	Is the system adequate?	Yes	□No
	Is there a suspense system?	Yes	□No
	Are all items properly identified?	Yes	□No
	Are accurate records kept on weapons and controlled substances which have been disposed of?	Yes	□No
	a) Do Area records compare accurately with court records?	Yes	□No
	eriodic audits completed to ensure integrity of the property system?	☐ Yes	□No
	has a semiannual audit of the property system been conducted?	Yes	□No
	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	☐ Yes	□No
	a) Have more frequent audits been conducted in identified problem areas?	☐ Yes	□No
	invenlories been conducted periodically to ensure integrity of the system?	Yes	□No
	curity adequate?	Yes	□No
	s a security log maintained in the property room?	Yes	□No
	Is this log used to document entry into the property room by anyone other than the evidence/property officer?	Yes	□No
-/-	Has the evidence/property officer or supervisor been present with everyone entering the room?	Yes	□No
(L	1 Tas the evidence/property ember of edges see. 2-50 p. 2-2-1		

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=						
	(2	How many sets of keys are there to the evidence/properly room and the temporary evidence storage lockers?		/_		
)e	(a) Is the distribution of the keys according to policy?			□No		
-	(3) Is the evidence/property officer other than the court officer?			□ No		
1		(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	Yes	□No		
-	(4)	Is the property room accessible by repair/maintenance personnel?	☐ Yes	□ No		
_		(a) Is the room accessible by repair/maintenance personnel?		□No		
-	(b) Is there a false ceiling?			☐ No		
e i		(c) Are door hinges on the inside of the room?	Yes	□ No		
-		(d) Are any items which require access by other than the evidence/property officer stored in the room?		- No		
773		(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?		□ No		
-	(If not, have steps been initiated to correct the problem?)			□No		
_	(5)	Are pass-through type temporary storage lockers secured from the inside to prevent entry?	Yes	□ No		
_	9	(a) Is evidence left in these lockers for no more than one day?	Yes	□ No		
	(6)	(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?		□No		
_		(a) Have any internal investigations been initiated by Area for any such incidents?	Yes	□No		
6.	COLL	SION INVESTIGATION FOLLOW-UP EVALUATED Sergeant Vander Mel	CORRECTED			
	a. Doe	s the Area have an Al officer?	✓ Yes	□No		
	b. Wh	is responsible for supervising the officer? Lieutenant Circen				
-	c. Hov	the court first is allocated to the position? The appaunt of time varies but it is sufficient				
-	(1)	Is time allocated sufficient?	✓ Yes	□ No		
	d. Doe	s the collision investigation follow-up officer have a job description?	✓ Yes	□No		
	(1)	s il currenl?	Yes	□No		
	(2)	The state of the s				
	-	and conducts follow up for other Areas and agencies.				
	e. Doe	the officer understand special reporting requirements?	✓ Yes	□ No		
_	f. Does the officer have training or special qualifications that complement the position?		✓ Yes	□No		
	g. Is th	officer available to respond to accidents to provide technical assistance?	√ Yes	□No		
	h. Does the officer identify training needs and discuss them with his/her supervisor?		√ Yes	□No		
_	i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?			☑ No		
		the officer have other duties, if so, what are they?	Yes	□No		
	Tou	Officer, School Pupil/Farm Labor, Evidence Officer, Overtime Coordinator and the Chief's Challenge				
_			E			

	EVALUATED	ACTION REQUIRED	CORRECTEL)
7. COURT LIAISON OFFICER	Sergeant Vander Mel			
a. Does the Area have an officer assigned court liaison duties?	(¥		✓ Yes	□ No
b. Who supervises the officer? Lieutenant Green				
c. How much time is allocated to the position? The amount of time	varies and is sufficient.			
d. Does the officer have a job description?		✓ Yes	□No	
(1) Is it accurate?		*	✓ Yes	□No
(2) When was it last revised? Area's SOP which includes Specia	l Duty officers' job desc	cription is currently unde	ar complet	e revision.
(3) What are the officer's duties? Maintains the booking log, fo	rwards reports to approp	priate courts, and mainta	iins workir	រិទិ
relationships with allied agencies,				
e. Does he/she have responsibilities for prisoner arraignment?		100/01/00/02/1700/1700	Yes	☑ No
f. Does the officer command respect of his/her peer group?			✓ Yes	□No
g. Is the court officer involved in the DUI Cost Recovery Program?			✓ Yes	□No
h. Does the officer initiate a CHP 735, Incident Response Reimburse	ement Statement?		☐ Yes	✓No
(1) Does the officer(s)' times on the CHP 735 correspond to the ti Field Record?	imes indicated on his/he	er CHP 415, Daily	✓ Yes	_ No
(2) Does the officer(s) maintain a log?			Yes	☑ No
(3) Does the officer(s) forward the form to Fiscal Management Se		Yes	☑No	
i. How may courts are within the Area's jurisdiction? Two				
j. Does the officer deal with more than one district attorney's (DA) offi	ice?		Yes	☑No
k. Does the officer have other duties?			✓ Yes	□No
(1) If so, what are the other duties? Public Affairs, oversees CH	P 281s, Evidence Office	er, Asset Forfeiture Coc	ordinator	
. ASSET FORFEITURE (AF) OFFICER	VALUATED	ACTION REQUIRED	CORRECTED	
a. Does the Area have an officer assigned as AF coordinator?	DEA HAS DO	O DENOTAGE	✓ Yes	□No
	GES AND HE	S NOT HAD	Yes	□No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?		YEARS THE	✓ Yes	□No
d. Is Area coordinator logging AF cases separate from evidence?		117	✓ Yes	□No
e. Is there a process in place to ensure proper disposition of AF items			√ Yes	□No
f. Does Area's log agree with the Field Services Section (FSS) and Di		TIONXX	✓ Yes	□No
(1) If not, why not?	(0,).1			
g. Is the disposition of cases supported by documentation such as arrodistribution memorandum?	est reports, court order,	and AF	✓ Yes	□No

L					
11	. Has	s the Area seized any vehicles under AF?		Yes	☑ No
	(1)	If so, does the AF coordinator know where the vehicles are located and their current disposition	on?	☐ Yes	□No
į,	Is th		Yes	□ No	
j.	j. Does the AF coordinator complete a mis-screen 50?				□ No
k.	Doe	es Area notify Division of all vehicle/boat/plane seizures?		Yes	□ No
ſ.	ls Fl	leet Operations Section notified?		☐ Yes	□ No
m.	. Are	all vehicles stored safely and properly protected from inclement weather?		Yes	□ No
n.		large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a safekeeping?	local bank	Yes	□No
0.	Are I	large sums of cash deposited in a departmental interest-bearing bank account designated for	AF?	Yes	□ No
p.	What	at is the procedure in handling monetary AF awards (checks from the DA)? The check would be	oe forwarded t	o Fiscal M	anagement
					ia .
q.	Is the	e check remitted to the Area's cashier for transmittal to Fiscal Management Section with prope cations to FSS and the Division AF coordinator?	er	√ Yes	□No
SP	ECIAL	LIZED VEHICLES Evaluated Action red Sergeant Vander Mel	OUIRED	CORRECTED	
a.	Opera	ation and Inspection			
	(1) ls	s there an officer assigned to oversee the operation of specialized vehicles within the Area?		✓ Yes	□ No
	(a	a) Who supervises the officer(s)? Licatement Green			
	(b	b) How much time is allocated? The time needed for this function varies, but there is time to	to perform nec	essary dut	ies
((2) D	Does the officer have a job description?			
		boes the officer have a job description:		✓ Yes	□No
	(a	a) Is it accurate?		✓ Yes ✓ Yes	□ No
((b (3) Do	a) Is it accurate?	ining to		
	(b) (3) Do	a) Is it accurate? b) When was it last revised? Job descriptions are currently under complete revision. b) officers understand policy concerning permits, licensing, inspections, and regulations pertain	ining to	√ Yes	□No
	(b) (3) Do sp (4) To	a) Is it accurate? b) When was it last revised? Job descriptions are currently under complete revision. c) officers understand policy concerning permits, licensing, inspections, and regulations pertain pecialized vehicles?		√ Yes	□No
	(b) (3) D(s) sp (4) Tc (a)	a) Is it accurate? b) When was it last revised? Job descriptions are currently under complete revision. c) officers understand policy concerning permits, licensing, inspections, and regulations pertain pecialized vehicles? b) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concern		✓ Yes	□ No
	(b) (3) Do (a) (b)	a) Is it accurate? b) When was it last revised? Job descriptions are currently under complete revision. c) officers understand policy concerning permits, licensing, inspections, and regulations pertain pecialized vehicles? b) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concern operation of tow trucks?		✓ Yes ✓ Yes	□ No □ No
	(b) (c) (b)	when was it last revised? Job descriptions are currently under complete revision. To officers understand policy concerning permits, licensing, inspections, and regulations pertain decialized vehicles? Trucks Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concern operation of tow trucks? Do files contain current contracts and inspection forms? Are there any recent complaints? Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narra	ing	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
	(b) (c) (d)	when was it last revised? Job descriptions are currently under complete revision. To officers understand policy concerning permits, licensing, inspections, and regulations pertain decialized vehicles? Trucks Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concern operation of tow trucks? Do files contain current contracts and inspection forms? Are there any recent complaints? Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narra	ing	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
	(b) (c) (d) (f)	when was it last revised? Job descriptions are currently under complete revision. To officers understand policy concerning permits, licensing, inspections, and regulations pertain pecialized vehicles? Trucks Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concern operation of tow trucks? Do files contain current contracts and inspection forms? Are there any recent complaints? Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narra Supplement?	ing ative O FORM,	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453	3Q (Re	v. 6-06) OPI 009				
		Who conducts annual tow meetings?Officer Olson				
		1 Does the commander attend?			Yes	☑ No
		2 Is an agenda prepared?			Yes	☑ No
		3 Are minutes prepared and circulated for review?			☐ Yes	☑ No
		4 When was the last annual meeting? June of 2008	SHITS.			
	(i)	Are rotation and sector assignment procedures clearly	established?		✓ Yes	□No
	(j)	How are road patrol officers notified of suspensions or rotation tow list? Through briefing items and training	removal of a tow truck co day if the suspension occ	ompany from the curs near the date of trai	ning. Dispa	atch is also
		notified.			2).	
					,	
	(k)	Do road patrol officers take appropriate enforcement operators?	action for observed violati	ions by tow truck	✓ Yes	□No
(5)	Ami	oulances	K			
	(a)	Who is responsible for overseeing the operation of an	nbulances within the Area	? There are no ambula	nce compar	nies within the
		Buttonwillow Area's jurisdiction.				
	(b)	ls the officer familiar with licensing, permits, and inspe Manual, HPM 82.1, and Vehicle Equipment Inspection	octions as noted in the Lic Guide, HPG 83.2?	enses and Permits	☐ Yes	□No
	(c)	Are ambulances periodically inspected to verify compli Title 13,California Code of Regulations?	iance with the California \	Vehicle Code and	☐ Yes	□No
	(d)	Are complaints received at Area investigated and docu	umented?		Yes	□No
		If ambulances are removed from service, is there any requests notification?	branch of county governn	nent that	☐ Yes	□No
	_	1 If so, how is this done?				
****		*				
		ā.				
	(f) A	re ambulance inspection forms in file current?		- \	Yes	□No
(6)	Armo	red Vehicles				
	(a) [Does the Area make initial inspections, CHP 363, on a Area?	rmored vehicles which m	ay be based in the	Yes	□No
	(b) V	What impact on the Area workload do these inspection	s have?			
(7)	Autho	rized Emergency Vehicles (AEV)		11		
	(a) O	other than ambulances, inspection of AEVs will normal equipment. Do initial and renewal inspections crea	ly be limited to privately o te any significant workloa	owned fire fighting ad on the Area?	☐Yes	□No
CALIFO		RESIDENT FOREIGN REGISTRATION (CRFR)	Sergeant Vander Mel	ACTION REQUIRED	CORRECTED	

SPECIAL FUNCTIONS

_					
a	If the Department currently has an active CRFR program, does attempts by California residents to avoid payment of licensing	the Area have an officer and registration fees due	assigned to investigate in California?	Yes	□No
	(1) Who supervises the officer? * ARGA COSS	NOT HAVE A P.	CHI		s ARE
	(2) Is sufficient time allocated for this program?	TED AND SENT	TO DILIZSTON	Yes	□ No
	(3) Does the officer have a job description? The REQLU	ESTED, AREA P	ELFORMS	Yes	□No
-	(a) Is it accurate? Focusion (4) AS DITEC	^ ^	ISION XX	Yes	□No
b.	5 II			Yes	□No
C.	Are suspected violations documented on Registration-69-forms Registration Compliance Unit?	locally processed, or sen	t to the DMV	□Yes	□No
×.	(1) If locally processed, are CHP 215s, Notice to Appear, issue registration is due?	ed when it is established t	hat California	. Yes	□No
d.	Is the CRFR officer aware that the rules of evidence pertaining of this type?	to search and seizure app	oly to violations	Yes	□No
е.	Does the Area report significant statistics to Division by comm-r	et by the 10th of each mo	onth?	Yes	□ No
f.	Does the degree of compliance gained or the actual revenue co continuance?	llected as a result of the p	program justify its	☐ Yes	□No
11. 0	ENERAL SUPPORT	EVALUATED	ACTION REQUIRED	CORRECTE)
а.	ls an officer assigned to general support including violation clear	rance and counter officer	?	✓ Yes	□No
b.	What additional duties does he/she perform? The general support	ort position is shared by t	ooth special duty officer	s. Becaus	e of the
	Buttonwillow Area office location, they experience very little for	oot traffic. The duties fo	r this position is primar	ily signing	citations off
	when needed.				
					*
C.	Is there a job description?	NA		☐ Yes	□ No
	(1) Is it accurate?	1.1		Yes	□No
	(2) When was it last revised?	(:/			
d.	How much time is allocated to this position?				
е.	With minimal instruction, could this position be handled by limited	duty personnel?		Yes	□No
2. AF	REA TRAINING OFFICER	Sergeant Vander Mel	ACTION REQUIRED .	CORRECTED	
a.	Does the Area have an officer assigned as the Area training offic	er?		✓ Yes	□ No
b.	How much time is allocated to this position? Sufficient time is a	ivailable to accomplish a	Il related duties.		
c. \	Who supervises the officer? Surgeant Peters				
d. I	Does the officer have a job description?			✓ Yes	□No
(1) When was it last revised?				
e. [Does the officer command the respect of his/her peers?		X	Yes	□No
f. U	Ooes the officer have the support of the supervisors?			✓ Yes	□No

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-			
	g. What training has been provided to the officer? None. Any topics that require specific training or certification	n are perforn	red by various
	road patrol officers.		
			✓ No
ł	n. Has he/she been trained as a Department instructor?	Yes	
i	. Is the officer certified as an officer safety training instructor?	Yes	✓ No
j	Has he/she attended the Department's weapons/range officer training?	Yes	☑ No
k	. Is the officer qualified to train employees to use tactical rifles?	Yes	☑ No
I.	Is the officer a CPR instructor?	☐ Yes	✓ No
n	n. What role does the officer have in developing and/or presenting Area training programs? The training office	r ensures all	required
	training is accomplished and when necessary coordinates additional training for Area specific issues.		91
			·
n.	. Does the officer keep Area informed of officers deficient in training or those who have superior performance?	✓ Yes	□ No
0.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	Yes	☑ No
—— р.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	Yes	☑ No
q.	Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	✓ Yes	□No
	ls the officer responsible for performing range maintenance?	☐Yes	☑ No
s.	White the adultion or project months door the training officer have? Court Officer oversees CHP 281s. Asset	Forfeiture Co	ordinator
-			
42 1	LIMITED DUTY Sergeant Vander Mel	CORRECTE	D
13. L		✓ Yes	□No
а.	Does the Area currently have limited duty personnel assigned? (1) What are their classifications, and what duties are they assigned? The officer currently on limited duty		ont counter
		Tronjan Transition	
	duties, scheduling, conducting audits, helping with clerical work, etc.		
	OUD 442 Americal of		
b.	Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?		□No
	(1) Could they be used more efficiently?	Yes	☑ No
C.	If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?	Yes	☑ No
d.	Are any current assignments in excess of six months?	✓ Yes	□ No
e.	Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?	√ Yes	□No
_			

Destroy Previous Editions

	Are limited duty personnel having public contact appropriately attired?	. 🗸 Yes	□No
14.	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	CORRECTE	D
	Does the Area have personnel assigned to special projects or tactical operations?	Yes	□No
t	. Is the position full time or on an on-call basis?	☐ Yes	□No
C	. If full time, is the assignment for a specified number of weeks or months?	Yes	□No
d	. Whal are the duties/responsibilities of the officer?		
		· · · · · · · · · · · · · · · · · · ·	
е.	Who supervises the officer?		
f.	How does he/she account for his/her time?		
g.	What is the selection criteria for the assignment?		
h.	Has the Area member contributed to the success or mission of the team or task force?	☐ Yes	□ No
i.	Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?	□Yes	□No
j.	Is there a Memorandum of Understanding (MOU) on file?	☐ Yes	□No
k.	Is the special assignment on a reimbursable contract?	☐ Yes	□No
	(1) If so, is the contract being followed?	☐ Yes	□No

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AREA	DIVISION	NUMBER
Fort Tejon	Central	
EVALUATED BY	*)	DATE
Sergeant Vander M	1el	10/30/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION [7] Formal Evaluation [8] Informal Evaluation	SUSPENSE DATE		
Correction Report ☐ Yes ☑ No BY	COMMANDER'S REVIEW		4-88
1. GENERAL	EVALUATED ACTION REQUIRED	CORRECTED)
a. Are special duty assignments minimized?		✓ Yes	□No
(1) Is maximum efficiency attained?		✓ Yes	□No
(2) Are there any special duty functions which could be performed	ed by a beat officer or other support personnel?	✓ Yes	□No
b. Are assigned duties consistent with the job description?		✓ Yes	□No
(1) Could duties be combined with another special duty assignm	ent for efficiency?	☐ Yes	☑ No
(2) Which special duty officers (positions) were interviewed? Of	Ticers Etchebarne, Ehły, Soliz		72:
	*		
c. How are individuals for special duty assignments selected? A bri	efing item is posted looking for interested pers	onnel and	
memorandums of interest are submitted, interested officers are in	nterviewed and are selected based on training.	experience	and
seniority,			
(1) Are special duty opportunities open to all officers?		✓ Yes	□No
(2) Does selection contribute to attainment of affirmative action g	oals?	Yes	□No
d. Can the special duty supervisor describe the duties and workload	of the special duty personnel?	✓ Yes	□No
(1) Upon what criteria are special duty personnel evaluated? The	e primary concern is whether or not they keep	up with the	gir workload
5			
(2) Are special duty officers held accountable for their time and pe	erformance?	√ Yes	□No
(3) How is the special duty officer's time planned? Are weekly itin	neraries provided to the supervisor?	☑ Yes	□No
e. Do the commander and management team have an active interest	in special duly programs?	☑ Yes	□No
(1) Is time taken by the commander to discuss activities and poter	ntial problems?	✓ Yes	□No
VEUICI E THEET	VALUATED ACTION REQUIRED 0/30/2008	CORRECTED	8
a. What is the scope of the Area's Vehicle Theft Program? The sout!	nern Kern County Task Force takes place of a	ormal Are	ea program
b. Are there open lines of communication with the Division vehicle the	eft coordinator?	Yes	□No
(1) Is the commander aware of how to obtain assistance from the	✓ Yes	□No	

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	_			
	(2) Who is authorized to request assistance from vehicle theft coordinators? Sergeants and the Commander		
	- le	the program effective?	Yes	☑ No
	_		Yes	 ☑ No
) Vehicle theft recovery goals established?		✓ No
	(2		Yes	
_	(3		-101-04	in Area's
		responsibility do not have a theft problem. The majority of recoveries are transient traffic passing throug		
	(4) Are work hours dedicated to the program appropriate? N/A	Yes	□ No
	(5) Do beat officers and supervisors have an interest in the program?	✓ Yes	□ No
d	. Is	the program supported by district/city attorneys and the courts?	✓ Yes	□ No
	(1	Has the program been discussed with them?	☑ Yes	□No
	(2	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	Any steps to	aken would
		have been done by the task force.		
e.	Do	the commander and management team take a personal interest in the program?	✓ Yes	□No
	(1)	What guidance and direction is provided? When officers need guidance involving an investigation serges	ants provide	any necessary
		direction or resources.		
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	✓ Yes	□No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	□No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	Yes	□No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	□No
	(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	□No
	(5)	Do they give guidance and direction?		□No
	(6)	Do they demonstrate an interest in the program?	Yes	□No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	✓ Yes	□No
g.	ls v	ehicle theft education/training provided by Area?	✓ Yes	□No
	(1)	Are training aids used?	✓ Yes	□No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	✓ Yes	□No
	(3)	Vehicle theft prevention discussed at briefings?	✓ Yes	□No
	(4)	How is information on unique problems and circumstances disseminated to beat officers? Briefing items		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(5) Are officers and supervisors proficient in locating and	decoding VINs?	✓ Yes	□No
h. Have any Area officers earned the Department's 10851 A	ward?	✓ Yes	□No
(1) Have any officers qualified for the Master 10851 Awar	rd?	Yes	☑ No
(2) How are awards presented? Training days			
(3) Is the 10851 Award Program used to enhance interes	t in the Area's Vehicle Theft Program?	✓ Yes	□No
(4) Are Area/Division recovery statistics posted in a mann	ner which could boost enthusiasm for the program?	✓ Yes	□No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED ACTION REQUIRED 10/30/2008	CORRECTE	D
a. Is the VIN program understood by beat officers?		☑ Yes	□No
(1) Does the volume of VIN referrals to the VIN officer ind	icate support by field officers?	✓ Yes	□No
b. Who is the assigned VIN officer? Mark Ehly			
(1) How was he/she trained? Basic VIN class and advan	ced class from the Department,		
(a) Is training adequate?		✓ Yes	□No
(2) Is the VIN officer proficient?		✓ Yes	□No
(3) Who is the alternate VIN officer? No need for one. M	fark schedules appointments around times that he w	ill be out of	the office.
(4) Are VIN inspections conducted in a secure setting?		✓ Yes	□No
(5) Is Field Support Section used as a resource?		✓ Yes	□ No
c. What kind of system is in place to control the VIN officer's w	orkload? Mark juggles his own workload.		
(1) Are VIN assignments/verifications done on an appointment	nent basis?	✓Yes	□No
(a) Is there an excessive backlog?	V	☐Yes	☑ No
(b) Is the vehicle owner's convenience a consideration	?	✓ Yes	□No
(2) Are field officers and employees having public contact a	aware of the system used by the VIN officer?	✓Yes	□No
(3) Are associated documents processed promptly and sub	omitted on time?	☑ Yes	□No
d. Is there proper security for replacement VIN plates?			□No
(1) Are inventory controls adequate?		Yes	□No
(2) Are entries legible?		☑ Yes	□No
(3) Do records match inventories?		✓ Yes	□No
(4) Are required reports accurate and submitted properly?		✓ Yes	□No
e. Does the VIN officer use relevant information available from	allied agencies, DMV and NICB?		□No
	100-2004-00-1-2		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?					□Yes	✓No
		HOOL PUPIL AND FARM LABOR (SP&FL) ANSPORTATION SAFETY	10/30/2008	ACTION REQUIRED	CORRECTED	
a.	a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?					□No
b.	b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/ Coordinator?					□No
	(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?					□No
11.4		(a) Driver records, CHP 295, State Department of Education	n T-01, criminal record	d information, etc.?	✓ Yes	□No
		(b) CHP 100E, Monthly Activity Report?			✓ Yes	□No
		(c) School Bus Traffic Collision Reports and DMV printout H	-6?		✓ Yes	□No
		(d) Approved stops list?			☐ Yes	☑ No
	(2) Is the School Pupil Transportation Safety Officer/Coordinator	proficient in performing	ng assigned duties?	✓ Yes	□No
	Pi	(a) Are duties performed in conformance with HPM 82.4, Sc Safety Manual?	hool Pupil and Farm L	_abor Transportation	✓ Yes	□No
	(3) Who is the alternate School Pupil Transportation Safety Office	er/Coordinator? One	is not needed. Area has	s only 20 dri	vers
	(4) Are CHP 100Es, Monthly Activity Report, submitted in a timel	y manner?		✓ Yes	□No
	(5)) Is program time properly justified?			✓ Yes	□No
		(a) How much time is allotted? Not much time is needed so	o there is sufficient ti	me for the program.		
		(b) Is time sufficient to meet departmental objectives?			✓ Yes	□No
		(c) Is the time expended within the Area's allotment?			✓ Yes	□No
C.		responsibility for supervision of the School Pupil Transportation upervisor?	Safety Program assi	gned to a specific	✓ Yes	□No
((1)	Does the supervisor have adequate knowledge of the function	s of the Area program	n?	✓ Yes	□No
(2)	Does the supervisor have a copy of HPM 82.4, School Pupil a manual?	nd Farm Labor Trans	portation Safety	✓ Yes	□No
(3)	Is he/she aware of the officer/coordinator's workload?		41. 11	✓ Yes	□No
(-	4)	Does the supervisor review CHP 100Es, Monthly Activity Repo	ort, submitted by the	officer/coordinator?	√ Yes	□No
		at training has the School Pupil Safety Transportation Safety Or anded In-Service Training classes? Have a thorough, practical		1? Has attended the Dep and a two day class ρ		
(*	1)	Departmental policy relating to the School Pupil Safety Transp	ortation Safety Progra	am?	✓ Yes	□No
(2	2)	School bus driver certification?			☑ Yes	□No
(3	3)	School bus accident investigation?			✓ Yes	□No
(4	1)	School bus reinspection?			✓ Yes	□No
(5	5)	School bus routes and stops?			✓ Yes	□No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

-							
	e. Does the officer/coordinator co	coordinate activities and inf	formation	with adjacent Areas?		☐ Yes	☑ No
	(1) Is he/she aware of the tech	chnical assistance availabl	le from C	ommercial Vehicle Se	ection?	✓ Yes	□No
3.7	f. Is there a sound procedure for	r scheduling and administe	ering writ	ten tests?	V	✓ Yes	□No
	(1) Are certain days selected to	for testing so that a maxir	mum num	ber of applicants can	be tested at one time?	☐ Yes	✓ No
-	(2) Who administers the test?	? Officer Ehly					
	(3) Is a proctor present?					✓ Yes	□No
	(4) Adequate supply of the five	ve variations of both the dr	iver and	first aid tests on hand	?	✓ Yes	□No
	(5) Who reviews the tests with	h the applicants? Office	r Ehly				
	(6) Is the driving test of sufficient	ient scope to provide an a	dequate t	est of knowledge, sk	II, and self-control?	✓ Yes	□No
	(7) Are driving errors discussed	ed with the applicant?	(4			✓ Yes	□No
	(8) Is the school bus transports	tation supervisor advised	of any ad	ditional training need	s?	✓ Yes	□No
	g. Does the School Pupil Safety Ti	Transportation Officer con-	duct on-s	cene investigations?		✓ Yes	□No
	(1) Are follow-up investigations	is conducted when approp	oriate?				□No
	(2) Are appropriate special cod	ding made on all school b	us invest	igations?		✓ Yes	□No
	(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?						□No
	(a) Has the officer/coordina	(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?					□No
	h. Are hazardous routes or stops re	h. Are hazardous routes or stops reported in writing to the governing board of the school district?					□No
	(1) Are all stops annually review	(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?					☑ No
	(2) How many approved stops (exist in the Area? Nonc					
	 Do field officers take appropriate violations? 	e enforcement and follow-	-up actior	n for observed schoo	pupil safety related	√Yes	□No
5.	5. EVIDENCE/PROPERTY CONTROL	L	1	EVALUATED	ACTION REQUIRED	CORRECTED	9
	a. Has the Area commander demor	onstrated an interest in the	e proper o	control of evidence a	nd property?	Yes	□No
	(1) Who has been assigned by t	the commander as the ev	vidence/p	roperty officer?			
	(2) Has an alternate for this pos	sition been assigned?				□Yes	□No
	(3) Who is the evidence/property	ty supervisor?	_		- 100 = Santa XVV		
	b. Does the evidence/property office Manual?	er have a good understar	nding of t	he requirements of H	IPM 70.1, Evidence	□Yes	□No
	(1) Does the supervisor fully und	derstand his/her respons	ibilities?			Yes	□No
	(a) Does he/she follow the g	guidelines in HPM 70.1, 8	Evidence	Manual, regarding a	udits and inventories?	Yes	□No
	(2) Has a system been implemen	ented which will ensure m	aintenan	ce of the chain of po	ssession for evidence2	Yes	□No
	(a) Is the system adequate?	?		V		□Y86	□ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	☐ Yes	□No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☐ Yes	□No
	(5)	Has all secialized property been entered in to the Automated Property System and Automated Firearms System?	☐ Yes	□No
		(a) Are entered items canceled when the property is no longer in CHP possession?	☐ Yes	□No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☐ Yes	□No
	c. Ha	ve procedures been examined for retaining and disposing of:		
	(1)	Evidence,	☐ Yes	□ No
	(2)	Property.	☐ Yes	□No
	(3)	Weapons.	☐ Yes	□No
	(4)	Controlled substances.	☐ Yes	□No
	(5)	Alcoholic beverages.	☐ Yes	□No
	(6)	License plates.	Yes	□No
	(7)	Money.	☐ Yes	□No
d		unclaimed property of value been picked up by the Department of General Services, Material Services tion, for storage and disposal after it has been held for 30 days?	☐ Yes	□No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☐ Yes	□No
e.	. Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	☐ Yes	□No
	(1)	Is the system adequate?	☐ Yes	□No
	(2)	Is there a suspense system?	☐ Yes	□No
	(3)	Are all items properly identified?	☐ Yes	□No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	☐ Yes	□No
	((a) Do Area records compare accurately with court records?	☐ Yes	□No
f.	Are p	eriodic audits completed to ensure integrity of the property system?	☐ Yes	□No
	(1)	Has a semiannual audit of the property system been conducted?	☐ Yes	□No
	(2) I	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	☐ Yes	□No
	(a) Have more frequent audits been conducted in identified problem areas?	Yes	□No
g.	Have	inventories been conducted periodically to ensure integrity of the system?	Yes	□No
h.	ls se	curity adequate?	☐ Yes	□No
	(1) 1:	s a security log maintained in the property room?	☐ Yes	□No
	(8	a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	\ □ Yes	□No
	(E	has the evidence/property officer or supervisor been present with everyone entering the room?	☐ Yes	□No

AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

(2) How many sets of keys are there to the evidence/property roor lockers?	m and the temporary e	vidence storage				
(a) Is the distribution of the keys according to policy?			Yes	□No		
(3) Is the evidence/property officer other than the court officer?			Yes	□No		
(a) Is the evidence/property officer other than a field officer or	an officer involved in	collecting evidence?	Yes	□No		
(4) Is the property room accessible by repair/maintenance personn	nel?		☐ Yes	□No		
(a) Is the room accessible by repair/maintenance personnel?			☐Yes	□No		
(b) Is there a false ceiling?		ii	☐ Yes	□No		
(c) Are door hinges on the inside of the room?			Yes	□No		
(d) Are any items which require access by other than the evidence	ence/property officer s	tored in the room?	Yes	□No		
(e) Does Area's property room meet all requirements outlined	(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?					
(If not, have steps been initiated to correct the problem?)			Yes	□No		
(5) Are pass-through type temporary storage lockers secured from	the inside to prevent	ontry?	Yes	□No		
(a) Is evidence left in these lockers for no more than one day?	Yes	□No				
(6) Is Area knowledgeable of investigatory requirements in the ever with packages containing controlled substances?	Yes	□No				
(a) Have any internal investigations been initiated by Area for a	any such incidents?		Yes	□No		
6 COLLISION INVESTIGATION FOLLOW UP	ALUATED 0/30/2008	ACTION REQUIRED	CORRECTED			
a. Does the Area have an Al officer?	1		✓ Yes	□No		
b. Who is responsible for supervising the officer? Surgeant Rhoades						
c. How much time is allocated to the position? Approximately 75%						
(1) Is time allocated sufficient?			Yes	□No		
d. Does the collision investigation follow-up officer have a job description	on?		✓ Yes	□No		
(1) Is it current?			✓ Yes	□No		
(2) What are the officer's duties? Clearance Officer, Tow Officer			-13-1-13-13-13-13-13-13-13-13-13-13-13-1			
e. Does the officer understand special reporting requirements?			✓ Yes	□No		
f. Does the officer have training or special qualifications that complement	✓ Yes	□No				
g. Is the officer available to respond to accidents to provide technical as	☑ Yes	□No				
h. Does the officer identify training needs and discuss them with his/he	h. Does the officer identify training needs and discuss them with his/her supervisor?					
i. Does the officer prepare charts, graphs, or statistics that identify prob	olem locations for depl	oyment purposes?	☑ Yes	☐ No		
j. Does the officer have other duties, if so, what are they?			✓ Yes	□No		
Clearance Officer, Tow Officer						
		· · · · · · · · · · · · · · · · · · ·				

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

7. COURT LIAISON OFFICER	10/30/2008	ACTION REQUIRED	CORRECTEL)
a. Does the Area have an officer assigned court liaison of	duties?		✓ Yes	□No
b. Who supervises the officer? Sergeant Whitty				
c. How much time is allocated to the position? Enough to	ime to complete the job.			
d. Does the officer have a job description?			✓ Yes	□No
(1) Is it accurate?			✓ Yes	□ No
(2) When was it last revised? May 2008				
(3) What are the officer's duties? ('ourt Officer, PIO), School Bus Officer, Asset Fo	orfeiture Coordinator, VI	N Officer	100
e. Does he/she have responsibilities for prisoner arraignr	ment?		□Yes	☑ No
f. Does the officer command respect of his/her peer grou	p?		✓ Yes	□No
g. Is the court officer involved in the DUI Cost Recovery I	Program?		☑ Yes	□No
h. Does the officer initiate a CHP 735, Incident Response	Reimbursement Statement?		☑ Yes	□No
(1) Does the officer(s)' times on the CHP 735 corresp Field Record?	ond to the times indicated on h	nis/her CHP 415, Daily	□Yes	☑ No
(2) Does the officer(s) maintain a log?			✓ Yes	□No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			☑ Yes	□No
i. How may courts are within the Area's jurisdiction? Seve	en .			
j. Does the officer deal with more than one district attorne	y's (DA) office?		✓ Yes	□No
k. Does the officer have other duties?			✓ Yes	□No
(1) If so, what are the other duties? PIO. School Bus	Officer, Asset Forfeiture Coo	rdinator, VIN Officer	7	
ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED)
Does the Area have an officer assigned as AF coordina	10/30/2008		 ✓ Yes	□No
b. Does the officer have current job description?			✓ Yes	□ No
c. Is he/she familiar with HPM 81.5, Drug Programs Manu	al?		☑ Yes	□ No
d. Is Area coordinator logging AF cases separate from evi	and the second s		☑ Yes	□No
e. Is there a process in place to ensure proper disposition of AF items?			✓ Yes	□No
f. Does Area's log agree with the Field Services Section (F			✓ Yes	□ No
(1) If not, why not?				
g. Is the disposition of cases supported by documentation distribution memorandum?	such as arrest reports, court o	rder, and AF	✓ Yes	□No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

-	" 10	o ac 1	101.000,01.100				
	h.	Has	the Area seized any vehicles under AF?	(1.11)		☐Yes	☑No
	((1) I	f so, does the AF coordinator know where the vehicles are	located and their current	disposition?	☐Yes	□No
	i. I	s the	Franchise Tax Board notified of all seizures valued at \$5,0	000 or more?		✓ Yes	□No
	j. [Does	the AF coordinator complete a mis-screen 50?			✓ Yes	□No
	k. [oes	Area notify Division of all vehicle/boat/plane seizures?		NA	☐Yes	□No
	l. I	s Fle	et Operations Section notified?		N/A	Yes	□No
1	m.	Are a	all vehicles stored safely and properly protected from inclen	nent weather?	NA	Yes	□No
ì			arge sums of cash, jewelry, and other small items of value s fekeeping?	stored in a safety deposit	box at a local bank	□Yes	✓No
(o. A	re la	rge sums of cash deposited in a departmental interest-bea	ring bank account desig	nated for AF? NA	☐Yes	□No
ŗ	p. What is the procedure in handling monetary AF awards (checks from the DA)? They are sent to Fiscal Manage					nent Sectio	n.
q			check remitted to the Area's cashier for transmittal to Fisca ations to FSS and the Division AF coordinator?	al Management Section v	with proper	✓ Yes	□No
9. 5	SPE	CIAL	IZED VEHICLES	10/30/2008	ACTION REQUIRED	CORRECTED	
а	. 0	pera	tion and Inspection		1		
	(1) Is	there an officer assigned to oversee the operation of spec	ialized vehicles within th	e Area?	✓ Yes	□No
		(a)) Who supervises the officer(s)? Sergeant Brooks				
		(b)	How much time is allocated? 20 - 30%				
	(2)	Do	es the officer have a job description?	2		✓ Yes	□No
	11811	(a)	Is it accurate?			✓ Yes	□No
		(b)	When was it last revised? May 2008				
	(3)		officers understand policy concerning permits, licensing, ecialized vehicles?	inspections, and regulati	ions pertaining to		□No
	(4)	То	w Trucks				
		(a)	Is the Area in compliance with HPM 81.2, Vehicle Proce- operation of tow trucks?	dures Manual, Chapter	7, concerning	Yes	□No
		(b)	Do files contain current contracts and inspection forms?			✓ Yes	□No
		(c)	Are there any recent complaints?			√ Yes	□No
		(d)	Are complaints documented on the CHP 240, Complaint Supplement?	Investigation, and CHP	556, Narrative	✓ Yes	□No
		(e)	Who is responsible for inspections? Officer Etchebarno	2			
			Does an officer occasionally conduct a random inspection process?	n to ensure the integrity	of the inspection	Yes	□No
		(g)	Is there evidence that discrepancies are promptly correct	ted?	6	✓ Yes	□No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(h) Who conducts annual tow meetings?()(ficer Etcheba	rne			
	1 Does the commander attend?			✓ Yes	□No
	2 Is an agenda prepared?	1100-1105		Yes	☑ No
	3 Are minutes prepared and circulated for review?			☐Yes	☑ No
	4 When was the last annual meeting? 05/20/2008				
(i) Are rotation and sector assignment procedures clearly	established?		☐Yes	☑ No
Ü	How are road patrol officers notified of suspensions or rotation tow list? Briefing Items, OICs are notified dir				
			· · · · · · · · · · · · · · · · · · ·		
(k) Do road patrol officers take appropriate enforcement a operators?	action for observed violation	ons by tow truck	✓ Yes	□No
(5) Aı	mbulances		NA		
(а) Who is responsible for overseeing the operation of am	bulances within the Area	?		
					The Property of Street
(b)	Is the officer familiar with licensing, permits, and inspe- Manual, HPM 82.1, and Vehicle Equipment Inspection		enses and Permits	Yes	□No
(c)	Are ambulances periodically inspected to verify compli- Title 13, California Code of Regulations?	ance with the California \	/ehicle Code and	☐Yes	□No
(d)	Are complaints received at Area investigated and docu	imented?		Yes	□No
(e)	If ambulances are removed from service, is there any t requests notification?	oranch of county governn	nent that	☐ Yes	□No
	1 If so, how is this done?				
(f)	Are ambulance inspection forms in file current?			Yes	□No
(6) Arn	nored Vehicles				
(a)	Does the Area make initial inspections, CHP 363, on ar Area?	rmored vehicles which ma	ay be based in the	☐ Yes	□No
(b)	What impact on the Area workload do these inspections	s have?			
(7) Auth	norized Emergency Vehicles (AEV)				
(a)	Other than ambulances, inspection of AEVs will normal equipment. Do initial and renewal inspections crea			│ \	□No
D. CALIFORN PROGRAM	IIA RESIDENT FOREIGN REGISTRATION (CRFR)	EVALUATED 10/30/2008	ACTION REQUIRED	CORRECTED	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

 a. If the Department currently has an active CRFR program, does attempts by California residents to avoid payment of licensing 			☐ Yes	□No		
(1) Who supervises the officer?						
(2) Is sufficient time allocated for this program?	- PALE	13	☐ Yes	□No		
(3) Does the officer have a job description?	E PAGE FOR COMM	FUTS	☐ Yes	□No		
(a) Is it accurate?	Jac em		☐ Yes	□No		
b. Does the Area program follow the guidelines in the Registration	Enforcement Manual, Hi	PM 82.5, Chapter 3?	☐ Yes	□No		
c. Are suspected violations documented on Registration 69 forms Registration Compliance Unit?	locally processed, or sen	t to the DMV	□Yes	□No		
(1) If locally processed, are CHP 215s, Notice to Appear, issurregistration is due?	ed when it is established t	hat California	☐ Yes	□No		
d. Is the CRFR officer aware that the rules of evidence pertaining of this type?	to search and seizure app	oly to violations	☐ Yes	□No		
e. Does the Area report significant statistics to Division by comm-	onth?	☐ Yes	□No			
Does the degree of compliance gained or the actual revenue co- continuance?	☐ Yes	□No				
11. GENERAL SUPPORT	CORRECTED)				
a. Is an officer assigned to general support including violation clea	rance and counter officer	?	✓ Yes	□No		
b. What additional duties does he/she perform? Accident Investig	Officer and Tow Officer					
c. Is there a job description?			✓ Yes	□No		
(1) Is it accurate?		***************************************	Yes	□No		
(2) When was it last revised? May of 2008						
d. How much time is allocated to this position? What ever is need	essary.					
e. With minimal instruction, could this position be handled by limite	d duty personnel?		✓ Yes	□No		
2. AREA TRAINING OFFICER	CORRECTED)				
Does the Area have an officer assigned as the Area training officer.	✓ Yes	□ No				
b. How much time is allocated to this position? Less than an hour a day.						
c. Who supervises the officer? The Commander						
d. Does the officer have a job description?	✓ Yes	□No				
(1) When was it last revised? May 14, 2008	IIILE I					
e. Does the officer command the respect of his/her peers?			✓ Yes	□No		
f. Does the officer have the support of the supervisors?		- <u>15-345-3-150</u> 1-1-1	✓ Yes	□No		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

Ę	. What training has been provided to the officer? Division Train	ing for ETRS. Road offi	cers take care of range	and PMA re	ecertifications.
-					
ŀ	Has he/she been trained as a Department instructor?			☐ Yes	✓ No
j.	Is the officer certified as an officer safety training instructor?			☐ Yes	☑ No
j.	Has he/she attended the Department's weapons/range officer to	raining?		☐ Yes	☑ No
k	Is the officer qualified to train employees to use tactical rifles?			☐ Yes	✓ No
I.	Is the officer a CPR instructor?			Yes	☑ No
n	. What role does the officer have in developing and/or presenting	Area training programs?	The training officer	ensures all i	equired
	training is completed within established time frames. This is t	ypically the only training	that is done due to tim	e constraint	s.
n.	Does the officer keep Area informed of officers deficient in training	ing or those who have su	perior performance?	✓ Yes	□No
0.	o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?			☐ Yes	☑ No
p.	p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?			Yes	☑ No
q.	q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?			✓ Yes	□No
۲.	r. Is the officer responsible for performing range maintenance?			Yes	☑ No
s.	What other duties or assignments does the training officer have	? LAN coordination an	d evidence		
		rate in the second seco	Tale	1-2-16-2	
3. L	MITED DUTY	10/30/2008	ACTION REOLIRED	CORRECTED)
a.	Does the Area currently have limited duty personnel assigned?			☐ Yes	☑ No
	(1) What are their classifications, and what duties are they assi	igned?			
b.	Are duties being performed consistent with the duties and limital Limited-Duty Assignment?	tions noted on the CHP 4	43, Approval of	✓ Yes	□No
	(1) Could they be used more efficiently?	'A	11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	☐ Yes	☑ No
C.	We will be the second and the second			☐ Yes	☑ No
d.	are any current assignments in excess of six months?	<u></u>		☐ Yes	☑ No
e. I	oo supervisors meet and discuss limited duty assignments with t	he doctors on questional	ole cases?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

f. Are limited duty personnel having public contact	appropriately atti	red?		✓ Yes	□No		
14. SPECIAL ASSIGNMENTS AND TACTICAL OPER	ATIONS	EVALUATED	ACTION REQUIRED	CORRECTE)		
a. Does the Area have personnel assigned to speci-	al projects or tact	tical operations?		☐ Yes	□No		
b. Is the position full time or on an on-call basis?				☐ Yes	□No		
c. If full time, is the assignment for a specified numb	er of weeks or m	onths?		☐ Yes	□No		
d. What are the duties/responsibilities of the officer?							
		r:					
e. Who supervises the officer?							
f. How does he/she account for his/her time?							
g. What is the selection criteria for the assignment?							
h. Has the Area member contributed to the success of	or mission of the	team or task force?		☐ Yes	□No		
 Where coordination is appropriate with the Division regarding activities? 	Investigative Se	ervices Unit, is there o	ngoing discussion	☐ Yes	□No		
j. Is there a Memorandum of Understanding (MOU) o	n file?			☐ Yes	□No		
k. Is the special assignment on a reimbursable contra	ict?			☐ Yes	□No		
(1) If so, is the contract being followed?				Yes	□No		
Two 1 1 d (3) - Officer Fibly prepared timeraries for PAC) ralatad avante						

- Page 1, 1.d.(3) Officer Ehly prepares Itineraries for PAO related events.
- Page 2, 2.c. This doesn't apply to Area because the task force is their official program.
- Page 4, 4,b,(1)(d) Area has no school bus stops that are required to be approved.
- Page 5, 4.f.(1) Area has so few bus drivers there is no need to schedule certain days.
- Page 8, 7.h.(2) Area uses a suspense file instead of a log.
- Page 10, 9.a.(4)(i) Area only has one sector.
- Page 10. 10:- Area has no CRFR program. When a CHP 367 is completed by Area personnel it is forwarded to Central Division.
- Page 12, j. through L. Road Patrol Officers perform these duties.
- Page 12, 13.c. When a limited duty officer helps in special duty, this frees the permanent special duty officer up to accomplish work that was put off for when time allowed.

STATE OF CALIFORNIA DEPARTMENT OF CALLFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Fort Tejon Area	Central	
EVALUATED BY		DATE
Sgt. M.A. RHOAD	ES, #9242	10/09/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE				
☐ Formal Evaluation ☐ Informal Evaluation					
FOLLOW-UP REQUIRED ☐ Correction Report ☐ Yes ☑ No BY	COMMANDER'S REVIEW	- LT	/O -/	4-58	
1. GENERAL	EVALUATED X	ACTION REQUIRED	CORRECTED		
a. Are special duty assignments minimized?			☑ Yes	☐ No	
(1) Is maximum efficiency attained?			☑ Yes	☐ No	
(2) Are there any special duty functions which could be performed	ed by a beat officer or o	her support personnel?	? 🗌 Yes	☑ No	
b. Are assigned duties consistent with the job description?			☑ Yes	☐ No	
(1) Could duties be combined with another special duty assignment	nent for efficiency?		☑ Yes	□ No	
(2) Which special duty officers (positions) were interviewed?	Clearance / Desk	Officer, Court Liason	Officer, Ge	neral	
Support Officer.					
c. How are individuals for special duty assignments selected?	Interview by Comma	nder.			
		20			
(1) Are special duty opportunities open to all officers?		S. 11 - 17 - 17 - 17 - 17 - 17 - 17 - 17	√ Yes	☐ No	
(2) Does selection contribute to attainment of affirmative action g	goals?		√ Yes	☐ No	
d. Can the special duty supervisor describe the duties and workload	of the special duty pers	onnel?		☐ No	
(1) Upon what criteria are special duty personnel evaluated?	Job performance	appearance, public rel	ations.		
(2) Are special duty officers held accountable for their time and p	erformance?		√ Yes	☐ No	
(3) How is the special duty officer's time planned? Are weekly itin	neraries provided to the	supervisor?	Yes	☑ No	
e. Do the commander and management team have an active interest	t in special duty prograr	ns?	☑ Yes	☐ No	
(1) Is time taken by the commander to discuss activities and pote	ential problems?		☑ Yes	☐ No	
. VEHICLE THEFT		CTION REQUIRED	CORRECTED		
a. What is the scope of the Area's Vehicle Theft Program?	Area has no formal A	ito Theft program. Are	ea provides t	raining to	
personnel bi-annually. Area has no auto theft problem to date.					
b. Are there open lines of communication with the Division vehicle the	eft coordinator?		☑ Yes	□ No	
(1) Is the commander aware of how to obtain assistance from the	Division or Headquarte	rs coordinators?	☑ Yes	□No	
	v. ————————————————————————————————————				

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

c. Is the program effective?] No] No
c. Is the program effective?] No
c. Is the program effective?] No
(1) Vehicle theft recovery goals established?	1
(2) Goals attained?] No
(3) How does the current number of stolen and recovered vehicles compare to prior time periods? 2006 stolen vehicles	=8
recoveries = 26 / 2007 stolens = 14 recoveries = 26 2008 stolens = 4 recoveries = 30	
(4) Are work hours dedicated to the program appropriate?] No
(5) Do beat officers and supervisors have an interest in the program?	No No
d. Is the program supported by district/city attorneys and the courts?	No No
(1) Has the program been discussed with them?	No
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	
e. Do the commander and management team take a personal interest in the program?	No
(1) What guidance and direction is provided?	2015-1101-00
f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	No
(1) Do they have an idea of the number of thefts and recoveries in the Area?	No
(2) Are they knowledgeable of the Department's Vehicle Theft Program?	No
(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	No
(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	No
(5) Do they give guidance and direction?	No
(6) Do they demonstrate an interest in the program?	No
(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity	No
g. Is vehicle theft education/training provided by Area?	No
(1) Are training aids used?	No
(2) Are division vehicle theft coordinators/investigators made available for training?	No
(3) Vehicle theft prevention discussed at briefings?	No
(4) How is information on unique problems and circumstances disseminated to beat officers? N/A	

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-			
	(5) Are officers and supervisors proficient in locating and decoding VINs?	✓ Yes	☐ No
	h. Have any Area officers earned the Department's 10851 Award?	☑ Yes	☐ No
	(1) Have any officers qualified for the Master 10851 Award?	Yes	☑ No
	(2) How are awards presented? During training days.		
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	☑ Yes	☐ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the pro-	gram? 🔽 Yes	□ No
3. \	VEHICLE IDENTIFICATION NUMBER PROGRAM EVALUATED ACTION REQUIRED	CORRECTED	4
£	a. Is the VIN program understood by beat officers?	☑ Yes	□ No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers? VEry	Ew Yes	☐ No
b	b. Who is the assigned VIN officer? Officer Ehly.		
	(1) How was he/she trained? Attended advanced auto theft training// Attended 2 classes in VI	N and auto theft.	
	(a) Is training adequate?	☑ Yes	☐ No
	(2) Is the VIN officer proficient?	☑ Yes	☐ No
	(3) Who is the alternate VIN officer? Officer Tondreau, however he has retired. Off. Etchebarne	will be when trained	
	(4) Are VIN inspections conducted in a secure setting?	☑ Yes	☐ No
	(5) Is Field Support Section used as a resource?	✓ Yes	☐ No
С	c. What kind of system is in place to control the VIN officer's workload? Area has very little workload	in the VIN program	. Area
	installs about 3 VINs per year and does approx. 30-40 VIN verifications per year.		(i
	(1) Are VIN assignments/verifications done on an appointment basis?	☑ Yes	☐ No
	(a) Is there an excessive backlog?	Yes	☑ No
	(b) Is the vehicle owner's convenience a consideration?	☑ Yes	☐ No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer	?	☐ No
	(3) Are associated documents processed promptly and submitted on time?	☑ Yes	☐ No
d.	I. Is there proper security for replacement VIN plates?	☑ Yes	□ No
	(1) Are inventory controls adequate?	✓ Yes	□No
	(2) Are entries legible?	☑ Yes	☐ No
	(3) Do records match inventories?	☑ Yes	☐ No
	(4) Are required reports accurate and submitted properly?	☑ Yes	☐ No
е.	. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	☑ Yes	☐ No

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f.		Does VIN officer belong to any professional organizations for en any type of various vehicle theft investigator's associations?		ation, such as memberships	Yes	☑ No
		OOL PUPIL AND FARM LABOR (SP&FL) NSPORTATION SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTED	
a.		s the Area commander and management team aware of all as Program conducted in the Area?	pects of the SP&FL	. Transportation Safety	☑ Yes	□No
b.		Does the Area have either a uniformed SP&FL Transportation Coordinator?	Officer or a nonunif	formed School Bus Officer/	√ Yes	☐ No
	(1	Are Area files maintained as required by HPM 82.4, School Safety Manual?	l Pupil and Farm La	abor Transportation	✓ Yes	□No
		(a) Driver records, CHP 295, State Department of Educat	ion T-01, criminal r	ecord information, etc.?	☑ Yes	☐ No
		(b) CHP 100E, Monthly Activity Report?		1	✓ Yes	☐ No
		(c) School Bus Traffic Collision Reports and DMV printout	H-6?	M*************************************	√ Yes	☐ No
		(d) Approved stops list?			√ Yes	☐ No
	(2) Is the School Pupil Transportation Safety Officer/Coordinat	or proficient in perf	orming assigned duties?	√ Yes	☐ No
		(a) Are duties performed in conformance with HPM 82.4, 9 Safety Manual?	School Pupil and F	arm Labor Transportation	☑ Yes	☐ No
	(3)) Who is the alternate School Pupil Transportation Safety Of	ficer/Coordinator?	None.		
	(4)	Are CHP 100Es, Monthly Activity Report, submitted in a time	ely manner?		✓ Yes	☐ No
	(5)	Is program time properly justified?			√ Yes	☐ No
		(a) How much time is allotted? Currently there is very l	ittle workload.			
		(b) Is time sufficient to meet departmental objectives?			√ Yes	☐ No
		(c) Is the time expended within the Area's allotment?			√ Yes	□No
C.		responsibility for supervision of the School Pupil Transportation	on Safety Program	assigned to a specific	☐ Yes	☑ No
	(1)		ons of the Area pro	ogram?	Yes	☐ No
	(2)	Does the supervisor have a copy of HPM 82.4, School Pupi manual?	l and Farm Labor T	ransportation Safety	Yes	□ No
((3)	Is he/she aware of the officer/coordinator's workload?			Yes	□No
((4)	Does the supervisor review CHP 100Es, Monthly Activity Re	eport, submitted by	2	Yes	☐ No
		at training has the School Pupil Safety Transportation Safety ended In-Service Training classes? Have a thorough, practic		rhad? 1-WEEK + DIVISION	REFRESHE	4
(1)	Departmental policy relating to the School Pupil Safety Tran	sportation Safety F	rogram?	☑ Yes	☐ No
(2)	School bus driver certification?			☑ Yes	☐ No
(3)	School bus accident investigation?			☑ Yes	☐ No
(-	4)	School bus reinspection?			Yes	☑ No
(5)	School bus routes and stops?			☑ Yes	☐ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS CHP 453Q (Rev. 6-06) OPI 009 e. Does the officer/coordinator coordinate activities and information with adjacent Areas? (1) Is he/she aware of the technical assistance available from Commercial Vehicle Section? f. Is there a sound procedure for scheduling and administering written tests? (2)Who administers the test? Officer Ehly. (3)is a proctor present? (4) (5)Who reviews the tests with the applicants? Officer Ehly.

V No

Yes

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	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	Yes	☑ No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☑ Yes	☐ No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	□ No
		(a) Are entered items canceled when the property is no longer in CHP possession?	☑ Yes	☐ No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	☐ No
C	. Hav	e procedures been examined for retaining and disposing of:		
	(1)	Evidence.	☑ Yes	☐ No
	(2)	Property.	√ Yes	☐ No
	(3)	Weapons.	☑ Yes	☐ No
	(4)	Controlled substances.	✓ Yes	□ No
	(5)	Alcoholic beverages.	√ Yes	☐ No
	(6)	License plates.	☑ Yes	☐ No
	(7)	Money.	☑ Yes	☐ No
d		unclaimed property of value been picked up by the Department of General Services, Material Services ion, for storage and disposal after it has been held for 30 days?		□No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☑ Yes	☐ No
e.	Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	☑ Yes	☐ No
	(1)	Is the system adequate?	√ Yes	☐ No
	(2)	Is there a suspense system?	√ Yes	☐ No
	(3)	Are all items properly identified?	✓ Yes	☐ No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	√ Yes	☐ No
		(a) Do Area records compare accurately with court records?	√ Yes	☐ No
f.	Are p	eriodic audits completed to ensure integrity of the property system?	√ Yes	☐ No
	(1)	Has a semiannual audit of the property system been conducted?	☑ Yes	☐ No
	(2) H	lave audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	√ Yes	☐ No
	(a) Have more frequent audits been conducted in identified problem areas?	Yes	☑ No
g.	Have	inventories been conducted periodically to ensure integrity of the system?	√ Yes	□ No
h.	ls sec	curity adequate?	☑ Yes	□ No
	(1) I	s a security log maintained in the property room?	✓ Yes	□No
	(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	☑ Yes	□No
-	- /) Has the evidence/property officer or supervisor been present with everyone entering the room?	✓ Yes	☐ No

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	ow many sets of keys are there to the evidence/property ckers?	room and the temporary	evidence storage 2		
(a)	Is the distribution of the keys according to policy?			√ Yes	☐ No
(3) Is t	the evidence/property officer other than the court officer?	?		✓ Yes	☐ No
(a)	Is the evidence/property officer other than a field office	er or an officer involved i	n collecting evidence?	√ Yes	☐ No
(4) Is t	the property room accessible by repair/maintenance pers	sonnel?		Yes	☑ No
(a)	Is the room accessible by repair/maintenance personn	el?		Yes	☑ No
(b)	Is there a false ceiling?			☐ Yes	☑ No
(c)	Are door hinges on the inside of the room?			☑ Yes	☐ No
(d)	Are any items which require access by other than the	evidence/property officer	stored in the room?	Yes	☑ No
(e)	Does Area's property room meet all requirements outlin	ned in HPM 70.1, Evider	ice Manual?	√ Yes	□No
	(If not, have steps been initiated to correct the problem	?)		Yes	☐ No
(5) Are	pass-through type temporary storage lockers secured fr	rom the inside to preven	t entry?	☑ Yes	☐ No
(a)	Is evidence left in these lockers for no more than one d	lay?		Yes	☑ No
١,,	area knowledgeable of investigatory requirements in the packages containing controlled substances?	event of any instance of	suspected tampering	√ Yes	□No
(a)	Have any internal investigations been initiated by Area	for any such incidents?		Yes	☑ No
3. COLLISION	NINVESTIGATION FOLLOW-UP	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Does the	e Area have an Al officer?	III.		✓ Yes	□No
b. Who is re	esponsible for supervising the officer? Commander.				
c. How muc	ch time is allocated to the position? 3/4				
(1) Is tin	me allocated sufficient?			√ Yes	☐ No
d. Does the	collision investigation follow-up officer have a job descr	iption?		☑ Yes	☐ No
(1) Is it o	current?		****	☑ Yes	☐ No
(2) Wha	at are the officer's duties? See Arra	ettes.			
				5,000	
e. Does the	officer understand special reporting requirements?			☑ Yes	☐ No
f. Does the	officer have training or special qualifications that comple	ement the position?	NDING 12/1/08	~ Yes	☑ No
g. Is the office	cer available to respond to accidents to provide technica	al assistance?		√ Yes	☐ No
h. Does the	officer identify training needs and discuss them with his	s/her supervisor?		☑ Yes	☐ No
i. Does the	officer prepare charts, graphs, or statistics that identify p	problem locations for de	ployment purposes?	Yes	☑ No
j. Does the o	officer have other duties, if so, what are they?			☑ Yes	□No
Tow Truc	k, OT Coordinator, Taser, Child Seat, Desk Officer, Ba	ck-up other two special	duty positions.		

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7	7. C	COURT LIAISON OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED	
	a.	Does the Area have an officer assigned court liaison duties?	•		☑ Yes	☐ No
	b.	Who supervises the officer? Commander.				
	C.	How much time is allocated to the position? 3/4				
	d.	Does the officer have a job description?			√ Yes	☐ No
		(1) Is it accurate?			☑ Yes	☐ No
		(2) When was it last revised? 10-9-2008				
		(3) What are the officer's duties? Court Filings, CHP 735's, C	Check case status via CJ	IS, Asset Forfeiture, Liz	ason with 4 c	ourt D.A.s
	e.	Does he/she have responsibilities for prisoner arraignment?			Yes	☑ No
	f.	Does the officer command respect of his/her peer group?			☑ Yes	☐ No
	g.	Is the court officer involved in the DUI Cost Recovery Program?			☑ Yes	☐ No
_	h.	Does the officer initiate a CHP 735, Incident Response Reimburs	ement Statement?		☑ Yes	☐ No
		(1) Does the officer(s)' times on the CHP 735 correspond to the field Record?	times indicated on his/h	er CHP 415, Daily	✓ Yes	□ No
		(2) Does the officer(s) maintain a log?			☑ Yes	☐ No
_		(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			☑ Yes	☐ No
	i.	How may courts are within the Area's jurisdiction? Four.				
	j.	Does the officer deal with more than one district attorney's (DA) off	fice?		✓ Yes	☐ No
	k.	Does the officer have other duties?			☑ Yes	☐ No
		(1) If so, what are the other duties? VIN, School Bus, Alt. Evid	dence, Asset Forfeiture,	Back-up other 2 specia	1 duty positio	ons, PlO.
3.	A:S	RET EODERITURE (AE) OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED	
-	а.	Does the Area have an officer assigned as AF coordinator?		3	☑ Yes	☐ No
_	b.	Does the officer have current job description?			☑ Yes	☐ No
	C.	Is he/she familiar with HPM 81.5, Drug Programs Manual?			☑ Yes	☐ No
	d.	Is Area coordinator logging AF cases separate from evidence?		,	√ Yes	☐ No
	e.	e. Is there a process in place to ensure proper disposition of AF items?			☑ Yes	☐ No
	f. [Does Area's log agree with the Field Services Section (FSS) and Division log?			√ Yes	☐ No
	((1) If not, why not?				
		ls the disposition of cases supported by documentation such as ar distribution memorandum?	rest reports, court order		☑ Yes	□No
_						

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=		<u>`</u>			
-	h.	Has t	ne Area seized any vehicles under AF?	Yes	☑ No
		(1) I	so, does the AF coordinator know where the vehicles are located and their current disposition?	Yes	□ No
-	i.	Is the	Franchise Tax Board notified of all seizures valued at \$5,000 or more? By DIVISION	☑ Yes	☐ No
_	j.	Does	the AF coordinator complete a misscreen 50?	√ Yes	☐ No
	k.	Does	Area notify Division of all vehicle/boat/plane seizures?	Yes	□ No
_	Į,	Is Fle	et Operations Section notified?	☐ Yes	□ No
-	m.	Are a	I vehicles stored safely and properly protected from inclement weather?	Yes	☐ No
	n.		ge sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank ekeeping?	☐ Yes	☑ No
	0.	Are la	ge sums of cash deposited in a departmental interest-bearing bank account designated for AF?	Yes	☑ No
	p.	What i	s the procedure in handling monetary AF awards (checks from the DA)? Complete closing doc	umentation a	nd turn
		checks	over to Officer Services Supervisor for addition to transmittal.		
			check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper itions to FSS and the Division AF coordinator?	☑ Yes	☐ No
9.	SPI	ECIALI	ZED VEHICLES EVALUATED ACTION REQUIRED X	CORRECTED	
	a.	Operat	ion and Inspection	d	
-		(1) ls	there an officer assigned to oversee the operation of specialized vehicles within the Area?	☑ Yes	☐ No
	-	(a	Who supervises the officer(s)? Sgt. Brooks.		
		(b)	How much time is allocated? .25		
577.7	((2) Do	es the officer have a job description?	☑ Yes	□No
		(a)	Is it accurate?	☑ Yes	□ No
		(b)	When was it last revised? 10-8-2008		
	(officers understand policy concerning permits, licensing, inspections, and regulations pertaining to cialized vehicles?	Yes	□ No
****	(4) To	v Trucks		
		(a)	Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	√ Yes	□No
		(b)	Do files contain current contracts and inspection forms?	☑ Yes	□No
-		(c)	Are there any recent complaints?	☑ Yes	□ No
		(d)	Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	☑ Yes	☐ No
		(e)	Who is responsible for inspections? Officer Etchebarne.		
			Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	☑ Yes	☐ No
		(g)		☑ Yes	□No

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-				
	(h) Who conducts annual tow meetings? Commander and Tow Officer Etchename.		
_		1 Does the commander attend?	√ Yes	☐ No
		2 Is an agenda prepared?	√ Yes	□No
		3 Are minutes prepared and circulated for review?	Yes	☑ No
		4 When was the last annual meeting? May 12, 2008		
	(i)	Are rotation and sector assignment procedures clearly established?	√ Yes	☐ No
-	(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
		Supervisors brief.		
	(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	√ Yes	□ No
_	(5) Am	bulances		
_	(a)	Who is responsible for overseeing the operation of ambulances within the Area?		
	(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	Yes	☐ No
	(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	☐ Yes	□No
	(d)	Are complaints received at Area investigated and documented?	Yes	☐ No
	(e)	If ambulances are removed from service is there any branch of county government that requests notification?	☐ Yes	☐ No
		1 If so, how is this done?		
_	(f)	Are ambulance inspection forms in file current?	☐ Yes	☐ No
	(6) Arm	ored Vehicles		
		Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	Yes	□No
	(b)	What impact on the Area workload do these inspections have?		
	(7) Auth	prized Emergency Vehicles (AEV)	_/	
		Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	☐ Yes	DNO
0.	CALIFORN PROGRAM	A RESIDENT FOREIGN REGISTRATION (CRFR) EVALUATED X	CORRECTED	

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SPECIAL FUNCTIONS

Yes	["No
V Yes	☐ No
□ Yes	☐ No
☐ Yes	☐ No
Yes	☐ No
Yes	☑ No
Yes	₽ No
Yes	□ No
Yes	☑ No
☐ Yes	□ No
CORRECTED	
☑ Yes	☐ No
l duty positio	ns.
✓ Yes	☐ No
✓ Yes ✓ Yes	□ No
✓ Yes	□ No
√ Yes √ Yes	□ No
✓ Yes ✓ Yes ✓ CORRECTED	□ No
✓ Yes ✓ Yes ✓ CORRECTED	□ No
✓ Yes ✓ Yes ✓ CORRECTED	□ No
✓ Yes ✓ Yes CORRECTED ✓ Yes	□ No □ No
✓ Yes ✓ Yes CORRECTED ✓ Yes	□ No □ No
	Yes

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100	. What training has been provided to the officer?				
h	Has he/she been trained as a Department instructor?			☐ Yes	☐ No
i.	Is the officer certified as an officer safety training instructor?			☐ Yes	☐ No
j.	Has he/she attended the Department's weapons/range officer	training?		☐ Yes	☐ No
k.	Is the officer qualified to train employees to use tactical rifles?			☐ Yes	☐ No
1.	Is the officer a CPR instructor?			☐ Yes	☐ No
m	. What role does the officer have in developing and/or presentir	ng Area training program	s?		
	5	GT WHITH	15 Tras	NING	565
			7		
n.	Does the officer keep Area informed of officers deficient in trai	ning or those who have	superior performance?	☐ Yes	☐ No
Ο.	o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?			☐ Yes	☐ No
p.	Does the officer assist in reviewing injuries to personnel resulti	ing from arrest situations	37	Yes	☐ No
q.	Is the officer responsible for documenting training on the CHP	270, Service Record, or	in the ETRS?	Yes	☐ No
r.	Is the officer responsible for performing range maintenance?			Yes	☐ No
s.	s. What other duties or assignments does the training officer have?			\	
					\
3. L	MITED DUTY	EVALUATED X	ACTION REQUIRED	CORRECTED	
a.	Does the Area currently have limited duty personnel assigned	?		☑ Yes	□No
	(1) What are their classifications, and what duties are they as	signed? Light	office work.		
			A 1811 A		
					2
b.	Are duties being performed consistent with the duties and limit Limited-Duty Assignment?	ations noted on the CHF	443, Approval of	√ Yes	□No
	(1) Could they be used more efficiently?			Yes	√ No
C.	c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?			☐ Yes	☑ No
d.	Are any current assignments in excess of six months?			☐ Ýes	☑ No
е.	Do supervisors meet and discuss limited duty assignments with	the doctors on question	able cases?	√ Yes	□No
			41445		
-					

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-CHP 453Q (Rev. 6-06) OPI 009				
Are limited duty personnel having public contact appropris	ately attired?		Yes	☐ No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Does the Area have personnel assigned to special project	ets or tactical operations?		☐ Yes	☐ No
b. Is the position full time or on an on-call basis?			☐ Yes	☐ No
c. If full time, is the assignment or a specified number of we	eks or months?		Yes	□ No
d. What are the duties/responsibilities of the officer?				
	1//2			
	NA	<u> </u>		
e. Who supervises the officer?				
f. How does he/she account for his/her time?				
· V				
g. What is the selection criteria for the assignment?				
h. Has the Area member contributed to the success or mission	on of the team or task for	ce?	Yes	☐ No
 i. Where coordination is appropriate with the Division Investigation regarding activities? 	gative Services Unit, is the	nere ongoing discussion	☐ Yes	□ No
j. Is there a Memorandum of Understanding (MOU) on file?			Yes	☐ No
k. Is the special assignment on a reimbursable contract?			☐ Yes	☐ No
(1) If so, is the contract being followed?			Yes	Die

•	Process accident reports	15%
•	Other reports as directed by the Office Services Sup.	10%
•	Prepare weekly transmittal	5%
•	Prepares forms and correspondence as directed	
	by the Office Services Supervisor	20%
•	Other duties as assigned	5%

F. Special Duty Officers

Works under the direct supervision of the Area Commander. The following are principle duties. Additional duties may be assigned by the Area Commander based on operational needs.

1. General Support/Front Desk Officer

A. Accident Investigation Review Officer

- a. Final review and processing of accident reports.
- b. Maintains records and logs necessary to provide reference and location of reports.
- c. Exercised functional control with officers and is responsible to obtain correct and complete reports.
- d. Maintains accidents trends and highlights noted specific accident problems for Area action.
- e. Pursues the practical conclusion and follow -up necessary for all accidents. Coordinates with investigating officers and the District Attorney's Office for appropriate presentation of evidence.

B. Clearance Officer

- a. Provides office security and facility repairs.
- b. Clears enforcement documents presented by the public at the Area office.
- c. Deals directly with the public in pers on at the lobby and on the telephone. Provides necessary information regarding laws and proper procedures as specified by Departmental regulation and law.
- d. Coordinates activities and fills in for other Special Duty Officers not present in the office.

- e. Comp letes the processing of DMV Form 69 by registration inquiries through MIS queries.
- f. Conducts and assists with data entry, statistical studies and surveys and the logging of information as required.
- g. Area voluntary overtime coordinator.

C. Tow Officer

- a. Responsible for administering Department's tow contract.
- b. Acts as a liaison between tow companies and Departmental personnel.
- c. Investigates tow truck complaints.

2. General Support Officer/Special Programs

A. Court Liaison Officer

- a. Maintains open liaison with the administration of each of the courts and the District Attorney's office of each county served within the Fort Tejon Area.
- b. Processes arrest reports and investigations requesting prosecution to their proper conclusion.
- c. Accountable for the records and s afe keeping of all Area evidence and property stored at the office.
- d. Reviews for completeness and necessary elements all arrest and other investigative reports seeking criminal complaints.

B. Public Affairs Officer

- a. Provides an Area program of public informat ion directly to the Area Commander.
- b. Prepares and distributes newsworthy stories to the media.

 Prepares special articles for publication in professional, trade, and other magazines.
- c. Prepares articles for Departmental and other related organization publications.
- d. Provides and arranges for lectures, speeches and safety demonstrations to civic groups and all school levels.

- e. Prepares required Departmental reports regarding the public affairs program.
- f. Maintains all Area audiovisual aids.
- g. Maintains open communication with members of the press, television, radio, and other media personnel.
- h. Maintains records of public affairs materials available and programs undertaken.

C. School Pupil Safety

- a. Administers and processes written examinations and conducts driving tests for school bus driver applicants.
- b. Reviews and/or investigates all school bus traffic accidents occurring within the Area prior to processing to DMV.
- c. Maintains files on all school bus driver license applicants and school bus accidents.
- d. Investigates complaints pertaining to school buses or crossing guards.
- e. Reviews and inspects school bus stops and driving routes.

D. Asset Forfeiture Officer

- a. Coordinates with all local agencies and courts in asset forfeiture
- b. Maintains a log of all asset forfeiture cases and dispositions.
- c. Coordinates with Division and Headquarters in all asset forfeiture cases.

E. Vehicle Identification Number (VIN) Officer

- a. Responsible for the identification of vehicles and attachment of replacement VIN plates.
- b. Performs follow-up investigation where there exists the probability of vehicle theft.
- c. Responsible for the submission of reports as required by the Department. This includes but is not limited to the DMV 124 and the monthly inventory control reports, and 97A.

F. Back up Evidence officer

a. Responsible for all duties listed under evidence officer.

3. General Support Officer

A. Special Equipment Officer

- a. Maintains Area radar program/records and installs equipment as needed.
- b. Performs weapon's inspections/alternate range officer.
- c. Maintains personnel training records and coordinates special training assignments with scheduling sergeant.

d. Area LAN coordinator.

The Area Network Coordinator (ANC) acts as the Area liaison for all computer-related hardware and software products. The ANC is responsible for supporting, maintaining and backing up the Local Area Network (LAN) installed at the Area office. Responsibilities include:

- 1. Manage network printers.
- 2. Perform Daily backup of the Area fileserver.
- 3. Maintain and manage the tape backups (move current backup to off-site location, change tapes, etc.).
- 4. File maintenance (monitor fileserver to insure users are deleting old files).
- 5. Provide first level support for all Area LAN users.
- 6. Provide brief orientation to new LAN users assigned to the Area and assist the new user in setting workstation defaults.
- 7. Provide workstation support for the Area (insure workstations are configured properly, troubleshooting problems, etc.).
- 8. Act as single point of contact for all LAN-related problems/issues in the Area.
- 9. Provide input to the Division Administrator regarding any specific computer related hardware/software solution required or desired by the Area.
- 10. User maintenance. Notify Division Administrator when adding or deleting users. This should only be done once a month.

- e. Coordinates activities and fills in for other special duty officers not present in the office.
- f. Assists other support officers in necessary follow-up for all accidents/incidents.

B. Area Evidence Officer

- a. Is accountable for the records and safekeeping of all Area evidence and property stored at the Area office.
- b. Is responsible for checking with the Area courts and purging evidence cases are adjudicated.
- c. Is responsible for ensuring all found property is returned to the rightful owner or returned to Business Services Section after 90 days.
- d. Is responsible for ensuring all CHP 36's and evidence logs, and all evidence packaging is properly filled out and signed per CHP policy.
- e. Is responsible for keeping the evidence room neat, orderly and ensuring all evidence is separated by year, court, etc., so it can be located in a timely manner.
- f. Is responsible for ensuring the entry log and safe log are kept up to date.
- g. Ensures a suspense system is in place for all evidence not contained inside the evidence room.
- h. Ensures all evidence booked at Newhall Area is cleared after the case is adjudicated.

4. Evidence Supervisor

- a. Is responsible for ensuring evidence officer is performing tasks as assigned.
- b. Is responsible for quarterly spot checks and annual evidence audits are performed and documented as per policy.
- c. Is responsible for training officers who are not filling out evidence forms or packaging properly.

STATE OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Mariposa	Central	455
EVALUATED BY		DATE
Sergeant J. Adki	ns, #11662	02/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE				
☐ Formal Evaluation ☑ Infor	mal Evaluation	03/03/2008	1911 1			
FOLLOW-UP REQUIRED Yes V No	Correction Report BY Sergeant Adkins, #11662	COMMANDER'S REVIEW	Di	(X ~/)	i-08	
1. GENERAL		EVALUATED X	ACTION REQUIRED	CORRECTED		
a. Are special duty assignments	s minimized?			☑ Yes	☐ No	
(1) Is maximum efficiency a	ttained?			☑ Yes	□ No	
(2) Are there any special du	ty functions which could be perfor	rmed by a beat officer or	other support personne	el? 🛛 Yeş	□ No	
b. Are assigned duties consiste	nt with the job description?	BOXISTICO-ACC		☑ Yes	☐ No	
(1) Could duties be combine	ed with another special duty assig	nment for efficiency?		☐ Yes	☑ No	
(2) Which special duty office	ers (positions) were interviewed?	Both Special D	uty personnel and the	one Training	Coordinator	
position that is performe	ed by a beat officer.					
c. How are individuals for speci-	al duty assignments selected?	Initially the Officer	will approach a Sergea	ant and express	s a personal	
interest. The Sergeant will the	en inform the Area Commander	of the officer's interest. A	at this time the Officer	will be evalua	ited upon	
their personal experience and	training. Finally upon concurre	nce of the Area Comman	der the selection will l	be made.		
(1) Are special duty opportu	nities open to all officers?			☑ Yes	☐ No	
(2) Does selection contribute	e to attainment of affirmative actio	n goals?		☑ Yes	□ No	
d. Can the special duty supervis	or describe the duties and worklo	oad of the special duty pe	rsonnel?	☑ Yes	☐ No	
(1) Upon what criteria are sp	ecial duty personnel evaluated?	All three office	ers are evaluated on ass	signments bein	g completed	
to the satisfaction of Are	ea supervision management.	F2				
(2) Are special duty officers	held accountable for their time an	d performance?		☑ Yes	☐ No	
(3) How is the special duty o	fficer's time planned? Are weekly	r itineraries provided to th	ne supervisor?	☑ Yes	☐ No	
e. Do the commander and mana	gement team have an active inte	rest in special duty progr	ams?	☑ Yes	□ No	
(1) Is time taken by the comm	mander to discuss activities and p	otential problems?		☑ Yes	□No	
2. VEHICLE THEFT		EVALUATED	ACTION REQUIRED	CORRECTED	x	
a. What is the scope of the Area	's Vehicle Theft Program?	The Area's "Vehicle	Theft Program" confe			
policy and goals, and it furthe	er focuses on the circumstances a	ong with the special nee	ds of a very rural area.	· · · · · · · · · · · · · · · · · · ·		
b. Are there open lines of comm	unication with the Division vehicle	e theft coordinator?		☑ Yes	☐ No	
(1) Is the commander aware	of how to obtain assistance from	the Division or Headqua	rters coordinators?	☑ Yes	□ No .	

AREA MANAGEMENT EVALUATION

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CHF	453Q	(Rev. 6-06) OPI 009		
	(2)	Who is authorized to request assistance from vehicle theft coordinators? Area supervisors.		
C	. Is t	he program effective?	☑ Yes	☐ No
	(1)	Vehicle theft recovery goals established?	√ Yes	□No
	(2)	Goals attained?	☑ Yes	☐ No
	(3)	How does the current number of stolen and recovered vehicles compare to prior time periods?	e statistics ha	ıve
		remained level for the last several years.		
	(4)	Are work hours dedicated to the program appropriate?	☑ Yes	□ No
	(5)	Do beat officers and supervisors have an interest in the program?	☑ Yes	☐ No
d	ls t	he program supported by district/city attorneys and the courts?	☑ Yes	□No
	(1)	Has the program been discussed with them?	☑ Yes	☐ No
	(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	Due to	the
		positive support by the local prosecutors no promotion from the Department has been necessary.		
e.	Do	the commander and management team take a personal interest in the program?	☑ Yes	☐ No
	(1)	What guidance and direction is provided? Specific to the situation.		
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	√ Yes	☐ No
0-0-	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	☑ Yes	☐ No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	☑ Yes	☐ No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	☑ Yes	☐ No
	(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	☐ No
	(5)	Do they give guidance and direction?	☑ Yes	☐ No
	(6)	Do they demonstrate an interest in the program?	☑ Yes	☐ No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	☑ Yes	□ No
g.	ls v	ehicle theft education/training provided by Area?	√ Yes	☐ No
	(1)	Are training aids used?	☑ Yes	□ No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	☑ Yes	☐ No
	(3)	Vehicle theft prevention discussed at briefings?	☑ Yes	☐ No
	(4)	How is information on unique problems and circumstances disseminated to beat officers? By Area bridge	efing items a	ınd
11.		discussions.		

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AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

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	(5) Are officers and supervisors proficient in locating and decoding VINs?	☑ Yes	☐ No
h	. Have any Area officers earned the Department's 10851 Award?	☑ Yes	□ No
	(1) Have any officers qualified for the Master 10851 Award?	☐ Yes	☑ No
	(2) How are awards presented? The awards are presented during Area training days. Officer Michael was t	he last Area o	officer to
	receive a 10851 pin and this was in 1997. The previous officer received his in 1990.		
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	☑ Yes	☐ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	☐ Yes	☑ No
3. V	EHICLE IDENTIFICATION NUMBER PROGRAM EVALUATED X ACTION REQUIRED	CORRECTED	
а	. Is the VIN program understood by beat officers?	☑ Yes	□ No
*******	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	√ Yes	□No
b	. Who is the assigned VIN officer? Officer Michael		
	(1) How was he/she trained? By the Division training staff.		
	(a) Is training adequate?	☑ Yes	□ No
	(2) Is the VIN officer proficient?	☑ Yes	☐ No
	(3) Who is the alternate VIN officer? There is currently no alternate due to lack of need.	AND A THE RESERVE	
	(4) Are VIN inspections conducted in a secure setting?	☑ Yes	☐ No
	(5) Is Field Support Section used as a resource?	☑ Yes	☐ No
c.	What kind of system is in place to control the VIN officer's workload? The VIN Officer is in such low demand	nd in the Mar	iposa Area
	that he is assigned other additional duties.		
	(1) Are VIN assignments/verifications done on an appointment basis?	☑ Yes	□ No
	(a) Is there an excessive backlog?	☐ Yes	☑ No
	(b) Is the vehicle owner's convenience a consideration?	☑ Yes	□ No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	☑ Yes	□ No
	(3) Are associated documents processed promptly and submitted on time?	☑ Yes	□No
d.	Is there proper security for replacement VIN plates?	☑ Yes	□ No
	(1) Are inventory controls adequate?	☑ Yes	□ No
	(2) Are entries legible?	☑ Yes	☐ No
	(3) Do records match inventories?	☑ Yes	□ No
	(4) Are required reports accurate and submitted properly?	☑ Yes	□ No
e.	Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	☑ Yes	□No
			A11-1-1-11-11-11-11-11-11-11-11-11-11-11

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AREA MANAGEMENT EVALUATION

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	f. Does VIN officer belong to any professional organizations for in any type of various vehicle theft investigator's associations	on, such as memberships	☐ Yes	☑ No	
4.	SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTED	
Parish and	a. Is the Area commander and management team aware of all a Program conducted in the Area?	aspects of the SP&FL T	ransportation Safety	√ Yes	☐ No
	b. Does the Area have either a uniformed SP&FL Transportation Coordinator?	☑ Yes	☐ No		
522-02	(1) Are Area files maintained as required by HPM 82.4, Scho Safety Manual?	ool Pupil and Farm Lab	or Transportation	☑ Yes	□ No
	(a) Driver records, CHP 295, State Department of Educ	cation T-01, criminal rec	ord information, etc.?	☑ Yes	☐ No
	(b) CHP 100E, Monthly Activity Report?			☑ Yes	☐ No
211130	(c) School Bus Traffic Collision Reports and DMV printo	out H-6?		☑ Yes	☐ No
	(d) Approved stops list?			☑ Yes	☐ No
	(2) Is the School Pupil Transportation Safety Officer/Coordin	nator proficient in perfor	ming assigned duties?	☑ Yes	☐ No
S-033-2	(a) Are duties performed in conformance with HPM 82.4 Safety Manual?	4, School Pupil and Far	m Labor Transportation	☑ Yes	□ No
	(3) Who is the alternate School Pupil Transportation Safety	Officer/Coordinator?	At present there is no al	ternate.	
	(4) Are CHP 100Es, Monthly Activity Report, submitted in a	timely manner?		☑ Yes	☐ No
	(5) Is program time properly justified?			☑ Yes	☐ No
	(a) How much time is allotted? As needed and the ne	eed varies but is still qu	ite limited		
	(b) Is time sufficient to meet departmental objectives?			☑ Yes	□ No
	(c) Is the time expended within the Area's allotment?			√ Yes	☐ No
	c. Is responsibility for supervision of the School Pupil Transport	tation Safety Program a	assigned to a specific	☑ Yes	☐ No
	(1) Does the supervisor have adequate knowledge of the fur	nctions of the Area pro	gram?	☑ Yes	☐ No
	(2) Does the supervisor have a copy of HPM 82.4, School P manual?	upil and Farm Labor Tr	ransportation Safety	☑ Yes	□ No
	(3) Is he/she aware of the officer/coordinator's workload?			☑ Yes	☐ No
	(4) Does the supervisor review CHP 100Es, Monthly Activity	Report, submitted by	the officer/coordinator?	☑ Yes	☐ No
	d. What training has the School Pupil Safety Transportation Saf Attended In-Service Training classes? Have a thorough, pra-		had? Basic one week co	ourse.	5900
	(1) Departmental policy relating to the School Pupil Safety T	ransportation Safety P	rogram?	☑ Yes	☐ No
	(2) School bus driver certification?			☑ Yes	□ No
	(3) School bus accident investigation?			☑ Yes	□ No
	(4) School bus reinspection?		providing in the last of the l	☑ Yes	☐ No
	(5) School bus routes and stops?			☑ Yes	☐ No

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	e.	Does the officer/coordinator coordinate activities and information with adjacent Areas?	☑ Yes	□ No
*****		(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	☑ Yes	☐ No
	f.	Is there a sound procedure for scheduling and administering written tests?	☑ Yes	□ No
		(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	☑ Yes	□No
		(2) Who administers the test? Officer Michael.		
		(3) Is a proctor present?	☑ Yes	□ No
		(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	√ Yes	☐ No
		(5) Who reviews the tests with the applicants? Officer Michael.		
		(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	☑ Yes	□ No
****	-	(7) Are driving errors discussed with the applicant?	☑ Yes	☐ No
_		(8) Is the school bus transportation supervisor advised of any additional training needs?	☑ Yes	□ No
	g.	Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	☑ Yes	☐ No
-		(1) Are follow-up investigations conducted when appropriate?	☑ Yes	□No
	******	(2) Are appropriate special coding made on all school bus investigations?	☑ Yes	□ No
		(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	☑ Yes	☐ No
•		(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	☑ Yes	☐ No
	h.	Are hazardous routes or stops reported in writing to the governing board of the school district?	☑ Yes	☐ No
		(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	☑ Yes	☐ No
Milon		(2) How many approved stops exist in the Area? This is currently being addressed by Officer Michael.		
	ì.	Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	☑ Yes	□ No
5.	ΕV	DENCE/PROPERTY CONTROL EVALUATED ACTION REQUIRED X	CORRECTED	
	a.	Has the Area commander demonstrated an interest in the proper control of evidence and property?	☑ Yes	□ No
		(1) Who has been assigned by the commander as the evidence/property officer? Officer Arredondo wi	th Officer M	ichael as an
		alternate.		
		(2) Has an alternate for this position been assigned?	☑ Yes	□No
	41+0000	(3) Who is the evidence/property supervisor? Sergeant Adkins		
	b.	Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	☑ Yes	☐ No
		(1) Does the supervisor fully understand his/her responsibilities?	☑ Yes	☐ No
		(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	☑ Yes	☐ No
		(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	☑ Yes	□No
2115-13	1	(a) Is the system adequate?	☑ Yes	□ No

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	(3)	Is the evidence/properly record file examined at 30 day intervals to determine if cases are active?	Yes	☑ No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☑ Yes	□ No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	□ No
		(a) Are entered items canceled when the property is no longer in CHP possession?	☑ Yes	☐ No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	□ No
c.	Нач	re procedures been examined for retaining and disposing of:		
	(1)	Evidence.	☑ Yes	☐ No
	(2)	Property.	☑ Yes	□ No
	(3)	Weapons.	√ Yes	☐ No
	(4)	Controlled substances.	☑ Yes	☐ No
	(5)	Alcoholic beverages.	☑ Yes	□ No
	(6)	License plates.	☑ Yes	☐ No
	(7)	Money.	√ Yes	☐ No
d.		unclaimed property of value been picked up by the Department of General Services, Material Services tion, for storage and disposal after it has been held for 30 days?	☑ Yes	☐ No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☑ Yes	□ No
e.	Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	☑ Yes	☐ No
	(1)	Is the system adequate?	☑ Yes	☐ No
	(2)	is there a suspense system?	☑ Yes	□ No
	(3)	Are all items properly identified?	☑ Yes	☐ No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	☑ Yes	□No
		(a) Do Area records compare accurately with court records?	☑ Yes	☐ No
f.	Are p	periodic audits completed to ensure integrity of the property system?	☑ Yes	☐ No
	(1)	Has a semiannual audit of the property system been conducted?	☑ Yes	☐ No
	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	☑ Yes	☐ No
		(a) Have more frequent audits been conducted in identified problem areas?	✓ Yes	☐ No
g.	Hav	e inventories been conducted periodically to ensure integrity of the system?	☑ Yes	☐ No
h.	is se	ecurity adequate?	☑ Yes	☐ No
	(1)	Is a security log maintained in the property room?	☑ Yes	□No
		(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	☑ Yes	☐ No
		(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	☑ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	(2)	, and the same are a second and the same are a second are	sets.	
		(a) Is the distribution of the keys according to policy?	☑ Yes	□No
Wants	(3)) Is the evidence/property officer other than the court officer?	[] Yes	☐ No
		(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	☑ Yes	☐ No
	(4)) Is the property room accessible by repair/maintenance personnel?	☐ Yes	☑ No
		(a) Is the room accessible by repair/maintenance personnel?	☐ Yes	☑ No
		Yes	☑ No	
2,120		☑ Yes	☐ No	
		(d) Are any items which require access by other than the evidence/property officer stored in the room?	Yes	☑ No
		(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?	☑ Yes	☐ No
		(If not, have steps been initiated to correct the problem?)	Yes	☐ No
	(5)	Are pass-through type temporary storage lockers secured from the inside to prevent entry?	☑ Yes	☐ No
		(a) Is evidence left in these lockers for no more than one day?	☑ Yes	□ No
	(6)	☑ Yes	☐ No	
		(a) Have any internal investigations been initiated by Area for any such incidents?	Yes	☑ No
6.	COLL	LISION INVESTIGATION FOLLOW-UP	CORRECTED	
	a. Do	pes the Area have an Al officer?	☑ Yes	□ No
ł	o. Wh	ho is responsible for supervising the officer? Sergeant Adkins		
(c. Ho	ow much time is allocated to the position? As needed.		
	(1)	Is time allocated sufficient?	☑ Yes	☐ No
(d. Do	ses the collision investigation follow-up officer have a job description?	☑ Yes	□No
	(1)	Is it current?	☑ Yes	□ No
	(2)	What are the officer's duties? The duties are currently being written for the revised Area Standard Operat	ing Procedur	e.
€	e. Do	es the officer understand special reporting requirements?	☑ Yes	☐ No
f	. Doe	es the officer have training or special qualifications that complement the position?	☑ Yes	□ No
ç	ı. Ist	the officer available to respond to accidents to provide technical assistance?	☑ Yes	☐ No
h	ı. Do	pes the officer identify training needs and discuss them with his/her supervisor?	☑ Yes	☐ No
i.	Doe	es the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	☑ Yes	□ No
j.	Doe	es the officer have other duties, if so, what are they?	☑ Yes	□ No
	Rai	nge, weapons, school bus, tow truck, VIN, RSPVO, Back-up evidence, watch officer, PAS coordinator.		

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7.	COURT LIAISON OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED				
а	Does the Area have an officer assigned court liaison duties?	d		☑ Yes	☐ No			
b	Who supervises the officer? Sergeant Adkins.							
С	How much time is allocated to the position? As needed.		SSTIL #16-20/KW-612-0		1100-01111-0110			
d	Does the officer have a job description?		Water contiller (Vol. plants and a Co.	☑ Yes	□ No			
	(1) Is it accurate?			☑ Yes	☐ No			
	(2) When was it last revised? The Area SOP is currently in	revision.	SHEART RUBBLE OF COMMERCES					
	(3) What are the officer's duties? Arrange for arraignment o	f incustody prisoners,	prepare and deliver co	mplaints to pro	per court			
	and provide liaison between District Attorney's Office and	the Area.						
е.	Does he/she have responsibilities for prisoner arraignment?		**************************************	☑ Yes	☐ No			
f.	Does the officer command respect of his/her peer group?			☑ Yes	☐ No			
g.	Is the court officer involved in the DUI Cost Recovery Program?			Yes	☑ No			
h.	Does the officer initiate a CHP 735, Incident Response Reimburs	☐ Yes	☑ No					
	(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	times indicated on hi	s/her CHP 415, Daily	☑ Yes	☐ No			
	(2) Does the officer(s) maintain a log?			Yes	☑ No			
	(3) Does the officer(s) forward the form to Fiscal Management S	☑ Yes	☐ No					
i.	How may courts are within the Area's jurisdiction? One.							
j.	Does the officer deal with more than one district attorney's (DA) of	office?		☐ Yes	☑ No			
k.	Does the officer have other duties?		NI MORE PROPERTY AND AND ADDRESS OF THE PROPERTY ADDRE	☑ Yes	☐ No			
	(1) If so, what are the other duties? A/I review, range, weapons, school bus, tow truck, VIN, RSPVO, Back-							
PE 014-00-00	officer, PAS coordinator & other duties as assigned.							
. A	SSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED	X			
a.	Does the Area have an officer assigned as AF coordinator?	L		☑ Yes	☐ No			
b.	Does the officer have current job description?		LIDS 1881 IMBIIIDIN 18-18-28-202-7 C	√ Yes	☐ No			
C.	Is he/she familiar with HPM 81.5, Drug Programs Manual?			☑ Yes	☐ No			
d.	Is Area coordinator logging AF cases separate from evidence?			√ Yes	☐ No			
e.	Is there a process in place to ensure proper disposition of AF iter	ms?	- (1)-100 - (1)-	√ Yes	☐ No			
f.	Does Area's log agree with the Field Services Section (FSS) and Division log?			√ Yes	☐ No			
	(1) If not, why not?							
g.	Is the disposition of cases supported by documentation such as a distribution memorandum?	arrest reports, court o	rder, and AF	☑ Yes	□ No			

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	h.	Has th	ne Area seized any vehicles under AF?			☐ Yes	☑ No
		(1) If	so, does the AF coordinator know where the vehicles are	located and their curre	ent disposition?	Yes	☐ No
_	i.	Is the	Franchise Tax Board notified of all seizures valued at \$5,	000 or more?		☑ Yes	□ No
	j.	Does	the AF coordinator complete a misscreen 50?			☐ Yes	☑ No
	k.	Does /	Area notify Division of all vehicle/boat/plane seizures?			☑ Yes	□ No
2000	l.	ls Flee	et Operations Section notified?			☑ Yes	□No
_	m.	n. Are all vehicles stored safely and properly protected from inclement weather?					☐ No
-	n.		rge sums of cash, jewelry, and other small items of value ekeeping?	stored in a safety depo	sit box at a local bank	☑ Yes	☐ No
	0.	c. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?					□ No
	p.	What i	s the procedure in handling monetary AF awards (checks	from the DA)?	The Area has not had	d an asset fort	feiture in
		over 10	0 years.				***************************************
	q.		check remitted to the Area's cashier for transmittal to Fiscations to FSS and the Division AF coordinator?	al Management Sectio	n with proper	☐ Yes	□No
9.	SP	ECIALI	ZED VEHICLES	EVALUATED	ACTION REQUIRED	CORRECTED	X
-	а.	Operat	tion and Inspection	4	_1,		
		(1) Is	there an officer assigned to oversee the operation of spe	cialized vehicles withir	the Area?	☑ Yes	☐ No
		(a)) Who supervises the officer(s)? Sergeant Adkins	CANADA TO THE STATE OF THE STAT		NA STATE STATEMENT	
		(b)) How much time is allocated? As needed.	H-10004-00-00-00-00-00-00-00-00-00-00-00-00			
		(2) Do	pes the officer have a job description?	10-000		☑ Yes	□ No
		(a)	ls it accurate?			☑ Yes	□ No
		(b)	When was it last revised? The Area SOP is current	ly in revision.			
			officers understand policy concerning permits, licensing ecialized vehicles?	, inspections, and regu	lations pertaining to	☑ Yes	□No
		(4) To	w Trucks				
		(a)	Is the Area in compliance with HPM 81.2, Vehicle Procoperation of tow trucks?	edures Manual, Chapt	er 7, concerning	☑ Yes	□No
		(b)	Do files contain current contracts and inspection forms	?		☑ Yes	□ No
		(c)	Are there any recent complaints?			Yes	☑ No
	Arai da	(d)	Are complaints documented on the CHP 240, Complair Supplement?	nt Investigation, and Cl	HP 556, Narrative	☑ Yes	□No
		(e)	Who is responsible for inspections? Officer Michael				
		(f)	Does an officer occasionally conduct a random inspecti process?	on to ensure the integr	ity of the inspection	☑ Yes	No
*****	ALIVER TO	(g)	Is there evidence that discrepancies are promptly corre	cted?		☑ Yes	□ No
	=,,_						

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10	h) Who conducts annual tow meetings? Officer Michael.		FT. 1000 - 111.1
	1 Does the commander attend?	☑ Yes	□No
	2 Is an agenda prepared?	☑ Yes	□ No
	3 Are minutes prepared and circulated for review?	☑ Yes	☐ No
	4 When was the last annual meeting? June 15, 2007		
() Are rotation and sector assignment procedures clearly established?	☑ Yes	☐ No
(How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
**************************************	By Area briefing item.		
(Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☑ Yes	□ No
(5) A	mbulances		
(Who is responsible for overseeing the operation of ambulances within the Area? Officer Mic	hael.	
		15-544	
(1) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	☑ Yes	□ No
(Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13,California Code of Regulations?	✓ Yes	□ No
(0) Are complaints received at Area investigated and documented?	☑ Yes	□No
(1	If ambulances are removed from service, is there any branch of county government that requests notification?	☐ Yes	☑ No
	1 If so, how is this done?	5	
(f	Are ambulance inspection forms in file current?	☑ Yes	☐ No
(6) A	mored Vehicles		
(a	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	☐ Yes	☑ No
(b	What impact on the Area workload do these inspections have? None. There are no armored	cars in the M	lariposa
***	Area.		
(7) At	thorized Emergency Vehicles (AEV)		
(a	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	☐ Yes	☑ No
10. CALIFOI PROGRA	NIA RESIDENT FOREIGN REGISTRATION (CRFR) EVALUATED ACTION REQUIRED	CORRECTED	x

SPECIAL FUNCTIONS

CHD	453Q	/Day	6 06)	ADI	nna	
	400W	inev.	0-001	051	009	

a.	If the Department currently has an active CRFR program, does attempts by California residents to avoid payment of licensing a			e ☑ Yes	□ No
***********	(1) Who supervises the officer? Sergeant Adkins				
************	(2) Is sufficient time allocated for this program?	English and the second		☑ Yes	□ No
***************************************	(3) Does the officer have a job description?			☑ Yes	☐ No
	(a) Is it accurate?		**************************************	☑ Yes	☐ No
b.	Does the Area program follow the guidelines in the Registration	Enforcement Manual, H	PM 82.5, Chapter 3?	☑ Yes	□No
C.	Are suspected violations documented on Registration 69 forms Registration Compliance Unit?	locally processed, or ser	it to the DMV	☑ Yes	□ No
	(1) If locally processed, are CHP 215s, Notice to Appear, issue registration is due?	ed when it is established	that California	☑ Yes	□ No
d.	Is the CRFR officer aware that the rules of evidence pertaining to of this type?	to search and seizure ap	ply to violations	☑ Yes	□ No
е.	Does the Area report significant statistics to Division by comm-r	net by the 10th of each m	onth?	☑ Yes	☐ No
f.	Does the degree of compliance gained or the actual revenue cocontinuance?		program justify its	☑ Yes	□ No
11. 0	ENERAL SUPPORT	EVALUATED X	ACTION REQUIRED	CORRECTED	1=301U= =221=30=32
a.	Is an officer assigned to general support including violation clea	rance and counter office	r?	☑ Yes	☐ No
b.	What additional duties does he/she perform? Public aff	fairs, evidence, 180 revie	w, supply, foreign reg	istration, TRA	,C
c.	Is there a job description?	:4		☑ Yes	□No
	(1) Is it accurate?			☑ Yes	□No
	(2) When was it last revised? The job description is current	tly being written.			
ď.	How much time is allocated to this position? As needed.		71-71-71-71-71-71-71-71-71-71-71-71-71-7		
e.	With minimal instruction, could this position be handled by limite	ed duty personnel?		Yes	☑ No
12. A	REA TRAINING OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED	
a.	Does the Area have an officer assigned as the Area training offi	cer?	1,	☑ Yes	☐ No
b.	How much time is allocated to this position? Variable	***************************************			
c.	Who supervises the officer? Sergeant Adkins		Jan 1911 11 11 12 1 1 1 1 1 1 1 1 1 1 1 1 1		
ď.	Does the officer have a job description?			☑ Yes	☐ No
TO 15	(1) When was it last revised? February 2008		III.		
е.	Does the officer command the respect of his/her peers?			☑ Yes	□ No
f.	Does the officer have the support of the supervisors?			☑ Yes	□No

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g		MA/OST, Taser, DRE,	PSD & Hono	r Guard
	training.			
h 	. Has he/she been trained as a Department instructor?	y 	Yes	☑ No
i.	Is the officer certified as an officer safety training instructor?	·	☑ Yes	☐ No
j.	Has he/she attended the Department's weapons/range officer training?		[] Yes	☑ No
k.	Is the officer qualified to train employees to use tactical rifles?		Yes	☑ No
l.	Is the officer a CPR instructor?		Yes	☑ No
m	. What role does the officer have in developing and/or presenting Area training programs	? As coording	ator he organi	zes,
ATTE STORY	schedules and conducts training at the Area level. In addition to maintaining Area reco	ords, he tracks and sche	dules refresh	er training
	to prevent expired certification of the Area officers.	Western Co.	# LEUTOTH FI	
n.	Does the officer keep Area informed of officers deficient in training or those who have s	uperior performance?	☑ Yes	□ No
0.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unu	sual incidents?	☐ Yes	☑ No
p.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?			☑ No
q.				☐ No
r.	Is the officer responsible for performing range maintenance?		Yes	☑ No
S.	What other duties or assignments does the training officer have? Cal-photo,	Cal-gangs, Chipper, PN	AA/OST, Tas	er, DRE,
	PSD & Honor Guard.			
13. L	LIMITED DUTY EVALUATED X	ACTION REQUIRED	CORRECTED	
a.	Does the Area currently have limited duty personnel assigned?		Yes	☑ No
	(1) What are their classifications, and what duties are they assigned?			
		California de Ca		
b.	Are duties being performed consistent with the duties and limitations noted on the CHF Limited-Duty Assignment?	P 443, Approval of	Yes	☐ No
	(1) Could they be used more efficiently?		☐ Yes	□ No
C.	If limited duty officers are used to perform special duty tasks, does the regular special road patrol?	duty officer return to	Yes	□ No
· · · · · · · · · · · · · · · · · · ·				
	Are any current assignments in excess of six months?		☐ Yes	□ No

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f.	Are limited duty personnel having public contact appropriately	y attired?			∏ No
14.	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED X	ACTION REQUIRED	CORRECTED	
а	Does the Area have personnel assigned to special projects o	r tactical operations?		Yes	☑ No
b	Is the position full time or on an on-call basis?			Yes	☐ No
C.	If full time, is the assignment for a specified number of weeks	or months?		☐ Yes	☐ No
d.	What are the duties/responsibilities of the officer?				110-11-
e.	Who supervises the officer?				
f.	How does he/she account for his/her time?			- 0.000 - 0.000 - 1	
g.	What is the selection criteria for the assignment?				
h.	Has the Area member contributed to the success or mission	of the team or task for	ce?	☐ Yes	☐ No
i.	Where coordination is appropriate with the Division Investigat regarding activities?	tive Services Unit, is th	nere ongoing discussion	☐ Yes	□ No
j.	Is there a Memorandum of Understanding (MOU) on file?		N.	☐ Yes	☐ No
k.	Is the special assignment on a reimbursable contract?			☐ Yes	□ No
	(1) If so, is the contract being followed?	WILLIAM ST. CO. ST. CO	11212302400	Yes	☐ No

- 5.b(3) This is done during the quarterly review.
- 8. Asset Forfeiture: The Area has not had an asset forfiture within the last 12 years.
- 10.b. The Area has no Big -rig registration issues to address.

AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

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AREA	DIVISION	NUMBER
Oakhurst	Central	456 Chapter 15
EVALUATED BY		DATE
W. B. Nation		09/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE			
Formal Evaluation Informal Evaluation	12/31/2008 COMMANDER'S REVIEW	AL ANA CONTRACTOR OF	DATE	
FOLLOW-UP REQUIRED Correction Report				
☐ Yes ☑ No BY	Lt. W. B. Nation		09/25/2008	
1. GENERAL	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Are special duty assignments minimized?			☑ Yes	☐ No
(1) Is maximum efficiency attained?		- 1 - 11180 - 2 - 11181 - 1118 - 1118 - 1118 - 1118 - 1118 - 1118 - 1118 - 1118 - 1118 - 1118 - 1118 - 1118 -	√ Yes	□ No
(2) Are there any special duty functions which could be per	formed by a beat officer or	other support personn	el? 🗌 Yes	☑ No
b. Are assigned duties consistent with the job description?			☑ Yes	□ No
(1) Could duties be combined with another special duty ass	signment for efficiency?		☐ Yes	☑ No
(2) Which special duty officers (positions) were interviewed	? Picked by con	nmander.		
c. How are individuals for special duty assignments selected?	Memo to the Com	mand.		
(1) Are special duty opportunities open to all officers?			☑ Yes	☐ No
(2) Does selection contribute to attainment of affirmative ac	ction goals?		☑ Yes	☐ No
d. Can the special duty supervisor describe the duties and work	kload of the special duty p	personnel?	☑ Yes	☐ No
(1) Upon what criteria are special duty personnel evaluated	? Officers are e	valuated on completion	of assignments	and
adherence to policies and procedures.				
(2) Are special duty officers held accountable for their time	and performance?		☑ Yes	☐ No
(3) How is the special duty officer's time planned? Are wee	ekly itineraries provided to	the supervisor?	☑ Yes	☐ No
e. Do the commander and management team have an active in	nterest in special duty pro	grams?	☑ Yes	☐ No
(1) Is time taken by the commander to discuss activities an	d potential problems?		☑ Yes	☐ No
2. VEHICLE THEFT	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. What is the scope of the Area's Vehicle Theft Program?		cle theft Program" con	forms to Depart	mental
policy and goals.				
b. Are there open lines of communication with the Division veh	icle theft coordinator?		√ Yes	☐ No
(1) Is the commander aware of how to obtain assistance from	om the Division or Headq	uarters coordinators?	☑ Yes	☐ No

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	(2)	Who is authorized to request assistance from vehicle theft coordinators? Area Commander and Su	upervisors.	
	lo th	ne program effective?	✓ Yes	□ No
C.		Vehicle theft recovery goals established?	✓ Yes	□ No
	(1)	Goals attained?	✓ Yes	□ No
_	(2)		consistent with	
	(4)	Are work hours dedicated to the program appropriate?	☑ Yes	□No
	(5)	Do beat officers and supervisors have an interest in the program?	☑ Yes	☐ No
d.	ls th	ne program supported by district/city attorneys and the courts?	☑ Yes	☐ No
	(1)	Has the program been discussed with them?	☑ Yes	☐ No
		What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	The ar	ea
-		maintains a very positive relationship with the District Attorney as well as the presiding Judge.		
е.	Do t	the commander and management team take a personal interest in the program?	☑ Yes	☐ No
		What guidance and direction is provided? Training is provided.		
-			**************************************	
		A STATE OF THE STA		
f.	Are s	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	√ Yes	☐ No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	☑ Yes	☐ No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	☑ Yes	☐ No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	☑ Yes	☐ No
		Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	☑ Yes	☐ No
	(5)	Do they give guidance and direction?	☑ Yes	□ No
		Do they demonstrate an interest in the program?	☑ Yes	☐ No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	☑ Yes	□ No
g.	ls ve	shicle theft education/training provided by Area?	☑ Yes	☐ No
		Are training aids used?	☑ Yes	☐ No
		Are division vehicle theft coordinators/investigators made available for training?	☑ Yes	☐ No
		Vehicle theft prevention discussed at briefings?	☑ Yes	☐ No
			efing's, posted,	MDC and
-1		discussions.		

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	(5) Are officers and supervisors proficient in locating and decoding VINs?	☑ Yes	☐ No
h	. Have any Area officers earned the Department's 10851 Award?	☑ Yes	☐ No
	(1) Have any officers qualified for the Master 10851 Award?	☑ Yes	☐ No
	(2) How are awards presented? Area training days.		
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	✓ Yes	□ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	✓ Yes CORRECTED	☐ No
3. V	EHICLE IDENTIFICATION NUMBER PROGRAM EVALUATED X ACTION REQUIRED	CORRECTED	
а	. Is the VIN program understood by beat officers?	☑ Yes	☐ No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	☑ Yes	☐ No
b	. Who is the assigned VIN officer? Officer Kramer.		
	(1) How was he/she trained? Division trained.		
		F-71	
	(a) Is training adequate?	☑ Yes	□ No
	(2) Is the VIN officer proficient?	☑ Yes	∐ No
	(3) Who is the alternate VIN officer? Officer DenBeste.		
	(4) Are VIN inspections conducted in a secure setting?	✓ Yes	☐ No
	(5) Is Field Support Section used as a resource?	☑ Yes	☐ No
C.	What kind of system is in place to control the VIN officer's workload? Workload controlled by Special Duty	Supervisor.	_/
	(1) Are VIN assignments/verifications done on an appointment basis?	☑ Yes	☐ No
	(a) Is there an excessive backlog?	☑ Yes	□ No
	(b) Is the vehicle owner's convenience a consideration?	✓ Yes	☐ No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	✓ Yes	□ No
	(3) Are associated documents processed promptly and submitted on time?	☑ Yes	□ No
d.	Is there proper security for replacement VIN plates?	☑ Yes	☐ No
	(1) Are inventory controls adequate?	☑ Yes	☐ No
	(2) Are entries legible?	☑ Yes	□ No
	(3) Do records match inventories?	☑ Yes	☐ No
	(4) Are required reports accurate and submitted properly?	☑ Yes	□ No
	Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	√ Yes	☐ No

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f	f. Does VIN officer belong to any professional organizations for exchange of information in any type of various vehicle theft investigator's associations?		Yes	☑ No
	SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY EVALUATED X	ACTION REQUIRED	CORRECTED	
a	 a. Is the Area commander and management team aware of all aspects of the SP&FL T Program conducted in the Area? 	ransportation Safety	☑ Yes	☐ No
b	b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniform Coordinator?	med School Bus Officer/	☑ Yes	□ No
	(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Lab Safety Manual?	or Transportation	☑ Yes	☐ No
	(a) Driver records, CHP 295, State Department of Education T-01, criminal rec	cord information, etc.?	☑ Yes	□ No
	(b) CHP 100E, Monthly Activity Report?		☑ Yes	☐ No
	(c) School Bus Traffic Collision Reports and DMV printout H-6?		☑ Yes	□ No
	(d) Approved stops list?		☑ Yes	□ No
-	(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficient in performance of the school Pupil Transportation Safety Officer/Coordinator proficer of the school Pupil Transportation Safety Officer/Coordinator proficer of the school Pupil Transportation Safety Officer of the s	rming assigned duties?	☑ Yes	☐ No
	(a) Are duties performed in conformance with HPM 82.4, School Pupil and Far Safety Manual?		☑ Yes	☐ No
	(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?	Officer Solso.		
	(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?		☑ Yes	☐ No
-	(5) Is program time properly justified?		☑ Yes	☐ No
	(a) How much time is allotted? As needed.			*
	(b) Is time sufficient to meet departmental objectives?		✓ Yes	☐ No
	(c) Is the time expended within the Area's allotment?		✓ Yes	☐ No
C	c. Is responsibility for supervision of the School Pupil Transportation Safety Program supervisor?	assigned to a specific	√ Yes	□ No
	(1) Does the supervisor have adequate knowledge of the functions of the Area pro	gram?	☑ Yes	☐ No
	(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor T manual?	ransportation Safety	☑ Yes	☐ No
	(3) Is he/she aware of the officer/coordinator's workload?		✓ Yes	☐ No
	(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by	the officer/coordinator?	☑ Yes	☐ No
d	d. What training has the School Pupil Safety Transportation Safety Officer/Coordinato Attended In-Service Training classes? Have a thorough, practical knowledge of:		ek training cla	ass.
	(1) Departmental policy relating to the School Pupil Safety Transportation Safety F	Program?	☑ Yes	☐ No
	(2) School bus driver certification?		√ Yes	□ No
-	(3) School bus accident investigation?		√ Yes	☐ No
	(4) School bus reinspection?		√ Yes	☐ No
	(5) School bus routes and stops?		√ Yes	☐ No
	(0) Colloor bas roates and stops.			

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	e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	√ Yes	☐ No
54	(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	√ Yes	☐ No
	f. Is there a sound procedure for scheduling and administering written tests?	☑ Yes	☐ No
	(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	Yes	☐ No
-	(2) Who administers the test? Officer Kramer.		
-	(3) Is a proctor present?	√ Yes	☐ No
	(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	✓ Yes	☐ No
-	(5) Who reviews the tests with the applicants? Officer Kramer.		
_	(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	☑ Yes	☐ No
	(7) Are driving errors discussed with the applicant?	☑ Yes	☐ No
_	(8) Is the school bus transportation supervisor advised of any additional training needs?	☑ Yes	☐ No
_	g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	☑ Yes	☐ No
_	(1) Are follow-up investigations conducted when appropriate?	☑ Yes	☐ No
	(2) Are appropriate special coding made on all school bus investigations?	☑ Yes	☐ No
	(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	☑ Yes	☐ No
	(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	☑ Yes	☐ No
_	h. Are hazardous routes or stops reported in writing to the governing board of the school district?	☑ Yes	☐ No
_	(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	√ Yes	☐ No
	(2) How many approved stops exist in the Area? Approximately 100.		
	i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	☑ Yes	□ No
5.	EVIDENCE/PROPERTY CONTROL EVALUATED ACTION REQUIRED N/A	CORRECTED	
-	a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	☐ Yes	☐ No
	(1) Who has been assigned by the commander as the evidence/property officer?		
	(2) Has an alternate for this position been assigned?	☐ Yes	☐ No
_	(3) Who is the evidence/property supervisor?		
	b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	☐ Yes	□ No
	(1) Does the supervisor fully understand his/her responsibilities?	☐ Yes	☐ No
	(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	☐ Yes	☐ No
	(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	? 🗌 Yes	☐ No
	(a) Is the system adequate?	☐ Yes	☐ No

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	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	Yes	☐ No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☐ Yes	☐ No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☐ Yes	☐ No
		(a) Are entered items canceled when the property is no longer in CHP possession?	☐ Yes	☐ No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☐ Yes	□ No
C.	Hav	re procedures been examined for retaining and disposing of:		
	(1)	Evidence.	☐ Yes	☐ No
	(2)	Property.	☐ Yes	□ No
	(3)	Weapons.	Yes	☐ No
	(4)	Controlled substances.	☐ Yes	☐ No
-	(5)	Alcoholic beverages.	☐ Yes	☐ No
	(6)	License plates.	☐ Yes	☐ No
	(7)	Money.	☐ Yes	☐ No
d.	Has Sec	unclaimed property of value been picked up by the Department of General Services, Material Services tion, for storage and disposal after it has been held for 30 days?	☐ Yes	☐ No
	(1)	is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	Yes	☐ No
e.	Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	☐ Yes	☐ No
	(1)	Is the system adequate?	☐ Yes	□ No
	(2)	Is there a suspense system?	☐ Yes	□ No
	(3)	Are all items properly identified?	☐ Yes	□ No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	☐ Yes	
		(a) Do Area records compare accurately with court records?	☐ Yes	
f.	Are p	periodic audits completed to ensure integrity of the property system?	☐ Yes	
	(1)	Has a semiannual audit of the property system been conducted?	☐ Yes	
-	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	☐ Yes	□ No
	_	(a) Have more frequent audits been conducted in identified problem areas?	☐ Yes	□ N
g.	Have	e inventories been conducted periodically to ensure integrity of the system?	☐ Yes	□N
		ecurity adequate?	☐ Yes	□ N
	~	Is a security log maintained in the property room?	☐ Yes	ПΝ
		(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	☐ Yes	□ N
		(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	Yes	□N

Destroy Previous Editions c453q606.frp

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_					·		
_	(2)	H Ic	ow many sets of keys are there to the evidence/property ckers?	room and the temporary	evidence storage	8	
-		(a) Is the distribution of the keys according to policy?			☐ Yes	☐ No
	(3)	ls	the evidence/property officer other than the court officer	?		☐ Yes	☐ No
		(a)	Is the evidence/property officer other than a field office	er or an officer involved in	collecting evidence?	☐ Yes	☐ No
_	(4)	is	the property room accessible by repair/maintenance per	sonnel?		☐ Yes	☐ No
		(a)	Is the room accessible by repair/maintenance personn	el?		☐ Yes	☐ No
		(b)	Is there a false ceiling?			Yes	☐ No
		(c)	Are door hinges on the inside of the room?			☐ Yes	☐ No
		(d)	Are any items which require access by other than the	evidence/property officer	stored in the room?	☐ Yes	☐ No
		(e)	Does Area's property room meet all requirements outling	ned in HPM 70.1, Eviden	ce Manual?	Yes	☐ No
			(If not, have steps been initiated to correct the problem	?)	1.00	Yes	☐ No
	(5)	Are	pass-through type temporary storage lockers secured fr	om the inside to prevent	entry?	Yes	☐ No
		(a)	Is evidence left in these lockers for no more than one d	ay?		☐ Yes	☐ No
	(6)	ls A with	rea knowledgeable of investigatory requirements in the openior packages containing controlled substances?	event of any instance of	suspected tampering	Yes	☐ No
			Have any internal investigations been initiated by Area	for any such incidents?		☐ Yes	□ No
6.	COLLIS		I INVESTIGATION FOLLOW-UP	EVALUATED	ACTION REQUIRED	CORRECTED	
			Area have an Al officer?	X	<u> </u>	☑ Yes	
b			esponsible for supervising the officer? Day shift super	visor		Y Tes	☐ No
			h time is allocated to the position? 15 hours a-week.		· · · · · · · · · · · · · · · · · · ·		
			ne allocated sufficient?			✓ Yes	☐ No
d			collision investigation follow-up officer have a job descr	intion?		✓ Yes	
			urrent?			✓ Yes	□ No
-		-	are the officer's duties? Review collison reports, log	reports conducting or as	manaina fallaw un inus		□ No
			tracking collisions on a pin map, accepting counter reports				
е.	Does	the	officer understand special reporting requirements?			✓ Yes	
f.			fficer have training or special qualifications that comple	ment the position?		✓ Yes	□ No
g.			er available to respond to accidents to provide technica		····	✓ Yes	□ No
h.			officer identify training needs and discuss them with his		da la la compositi i de de la compositi i de de la compositi i della compositi i del	✓ Yes	No
i.			officer prepare charts, graphs, or statistics that identify p		ployment purposes?	✓ Yes	No
j.			fficer have other duties, if so, what are they?	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		✓ Yes	□ No
		_	officer, PIO, Watch officer and Court officer.		-		
		_			=1200 = 1200 = 1000 = 1		

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7. COURT LIAISON OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED		
a. Does the Area have an officer assigned court liaison duties?			☑ Yes	☐ No	
b. Who supervises the officer? Shift supervisor.					
c. How much time is allocated to the position? 15 hours a-wee	k.				
d. Does the officer have a job description?	With the second		☑ Yes	☐ No	
(1) Is it accurate?			√ Yes	☐ No	
(2) When was it last revised? 01/08					
(3) What are the officer's duties? Prepare and deliver com	plaints to the court and	provide liaison between	District Attorn	ney's office	
and Area.					
e. Does he/she have responsibilities for prisoner arraignment?			☐ Yes	☑ No	
f. Does the officer command respect of his/her peer group?			☑ Yes	☐ No	
g. Is the court officer involved in the DUI Cost Recovery Program	1?	A. C	☑ Yes	□ No	
h. Does the officer initiate a CHP 735, Incident Response Reimb	ursement Statement?		☑ Yes	☐ No	
(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	he times indicated on h	is/her CHP 415, Daily	☑ Yes	☐ No	
(2) Does the officer(s) maintain a log?			✓ Yes	☐ No	
(3) Does the officer(s) forward the form to Fiscal Managemen	t Section after dispositi	on?	✓ Yes	□ No	
i. How may courts are within the Area's jurisdiction?					
j. Does the officer deal with more than one district attorney's (DA)	office?		√ Yes	□ No	
k. Does the officer have other duties?		30 109	☑ Yes	☐ No	
(1) If so, what are the other duties? Evidence officer, PIO, V	Watch officer and A/I re	eview officer.			
3. ASSET FORFEITURE (AF) OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED		
a. Does the Area have an officer assigned as AF coordinator?			√ Yes	☐ No	
b. Does the officer have current job description?			☑ Yes	☐ No	
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?	2000		✓ Yes	□ No	
d. Is Area coordinator logging AF cases separate from evidence?			√ Yes	☐ No	
e. Is there a process in place to ensure proper disposition of AF it	e. Is there a process in place to ensure proper disposition of AF items?				
f. Does Area's log agree with the Field Services Section (FSS) and	d Division log?		☑ Yes	□ No	
(1) If not, why not?					
g. Is the disposition of cases supported by documentation such as distribution memorandum?	arrest reports, court o	rder, and AF	☑ Yes	□ No	
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		-			· · · · · · · · · · · · · · · · · · ·		
_	h. I	⊣as	the Area seized any vehicles under AF?			☐ Yes	☑ No
_	(1)	f so, does the AF coordinator know where the vehicles are	located and their cu	rrent disposition?	☑ Yes	☐ No
_	i. I	s the	Franchise Tax Board notified of all seizures valued at \$5,	000 or more?		☑ Yes	☐ No
	j. [oes	the AF coordinator complete a misscreen 50?		- H19-50	☑ Yes	☐ No
	k. C	oes	Area notify Division of all vehicle/boat/plane seizures?			☑ Yes	☐ No
	. !	Fle	et Operations Section notified?			☑ Yes	☐ No
	n. /	Are a	all vehicles stored safely and properly protected from incle	ment weather?		☑ Yes	☐ No
' 	n. A	re la or sa	rge sums of cash, jewelry, and other small items of value fekeeping?	stored in a safety de	posit box at a local bank	☑ Yes	☐ No
-). A	re la	rge sums of cash deposited in a departmental interest-bea	aring bank account d	esignated for AF?	☑ Yes	☐ No
k	. W	/hat	is the procedure in handling monetary AF awards (checks	from the DA)?	Area has never had a	nn Assest Forfe	eiture Case.
	(/	Area	established June/03)				
q	. Is no	the tific	check remitted to the Area's cashier for transmittal to Fisc ations to FSS and the Division AF coordinator?	al Management Sect	ion with proper	☐ Yes	☐ No
9. S	PEC	IAL	ZED VEHICLES	EVALUATED X	ACTION REQUIRED	CORRECTED	
a	. 0	рега	tion and Inspection				
	(1)	Is	there an officer assigned to oversee the operation of spec	cialized vehicles with	in the Area?	☐ Yes	☑ No
		(a) Who supervises the officer(s)? No specialized vehicle	es assigned to the are	ea.		
		(b)	How much time is allocated?				
	(2)	Do	es the officer have a job description?	,,_,,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Yes	☐ No
		(a)	Is it accurate?			☐ Yes	☐ No
		(b)	When was it last revised?				
	(3)	Do spe	officers understand policy concerning permits, licensing, cialized vehicles?	inspections, and reg	ulations pertaining to	√ Yes	□No
	(4)	Tov	w Trucks				
		(a)	Is the Area in compliance with HPM 81.2, Vehicle Proce operation of tow trucks?	edures Manual, Chap	ter 7, concerning	☑ Yes	□ No
		(b)	Do files contain current contracts and inspection forms?			√ Yes	☐ No
		(c)	Are there any recent complaints?			Yes	☑ No
		(d)	Are complaints documented on the CHP 240, Complaint Supplement?	t Investigation, and C	CHP 556, Narrative	☑ Yes	☐ No
		(e)	Who is responsible for inspections? Officer Kramer.				
		(f) F	Does an officer occasionally conduct a random inspectio process?	n to ensure the integ	rity of the inspection	☑ Yes	□ No
		(g)	Is there evidence that discrepancies are promptly correct	ted?		√ Yes	☐ No

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	(1	n) Who conducts annual tow meetings? Officer Kramer.		
S-4141		1 Does the commander attend?	☑ Yes	☐ No
		2 Is an agenda prepared?	☑ Yes	☐ No
		3 Are minutes prepared and circulated for review?	☑ Yes	□ No
		4 When was the last annual meeting? 04/07		
	(i)	Are rotation and sector assignment procedures clearly established?	☑ Yes	☐ No
	(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
		Area briefing's.		
N <u>ana da man</u>				
	(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☑ Yes	□No
(5) An	nbulances	*	
	(a)	Who is responsible for overseeing the operation of ambulances within the Area? Officer Kr	amer	
	(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	☑ Yes	☐ No
	(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13,California Code of Regulations?	☑ Yes	□ No
	(d)	Are complaints received at Area investigated and documented?	√ Yes	☐ No
	(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	☑ Yes	□No
-	20-11-	1 If so, how is this done? Letter from the commander.		
	(f)	Are ambulance inspection forms in file current?	☑ Yes	☐ No
(6)	Arm	ored Vehicles		
	(a)	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	☐ Yes	☑ No
	(b)	What impact on the Area workload do these inspections have?		
(7)	Auth	orized Emergency Vehicles (AEV)		
	(a)	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	☐ Yes	☐ No
0. CALII PROC		A RESIDENT FOREIGN REGISTRATION (CRFR) EVALUATED X ACTION REQUIRED	CORRECTED	

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а						
	If the Department currently has an active CRFR pattempts by California residents to avoid payment				☑ Yes	☐ No
	(1) Who supervises the officer? Shift supervi	sor.				
	(2) Is sufficient time allocated for this program?				☑ Yes	☐ No
	(3) Does the officer have a job description?				☑ Yes	☐ No
	(a) Is it accurate?				☑ Yes	☐ No
b.	Does the Area program follow the guidelines in th	e Registration	Enforcement Manual,	HPM 82.5, Chapter 3?	☑ Yes	□No
c.	c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit?					
	(1) If locally processed, are CHP 215s, Notice to registration is due?	Appear, issue	d when it is establishe	d that California	☑ Yes	□ No
d.	d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?					□ No
e.	e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?				☑ Yes	☐ No
f.	f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?					□No
11. (11. GENERAL SUPPORT EVALUATED X					
a.						☐ No
b.	What additional duties does he/she perform?	School Bu	s officer, Training off	icer, Supply officer.		
c.						
	Is there a job description?				☑ Yes	□No
	(1) Is it accurate?				✓ Yes ✓ Yes	□ No
	(1) Is it accurate?(2) When was it last revised? 04/07					
	(1) Is it accurate?(2) When was it last revised? 04/07How much time is allocated to this position? A	s needed.			✓ Yes	□ No
	(1) Is it accurate?(2) When was it last revised? 04/07			ACTION PEOUIRED	✓ Yes	
e.	(1) Is it accurate?(2) When was it last revised? 04/07How much time is allocated to this position? A		d duty personnel?	ACTION REQUIRED	✓ Yes	□ No
e. 12. A	 (1) Is it accurate? (2) When was it last revised? 04/07 How much time is allocated to this position? A With minimal instruction, could this position be ha 	ndled by limite	EVALUATED X	ACTION REQUIRED	✓ Yes	□ No
e. 12. A a.	 (1) Is it accurate? (2) When was it last revised? 04/07 How much time is allocated to this position? A With minimal instruction, could this position be ha REA TRAINING OFFICER 	ndled by limite	EVALUATED X	ACTION REQUIRED	✓ Yes ☐ Yes CORRECTED	□ No ☑ No
e. 12. A a. b.	(1) Is it accurate? (2) When was it last revised? 04/07 How much time is allocated to this position? A With minimal instruction, could this position be ha REA TRAINING OFFICER Does the Area have an officer assigned as the Area	ndled by limite	EVALUATED X	ACTION REQUIRED	✓ Yes ☐ Yes CORRECTED	□ No ☑ No
e. 12. A a. b. c.	(1) Is it accurate? (2) When was it last revised? 04/07 How much time is allocated to this position? A With minimal instruction, could this position be ha REA TRAINING OFFICER Does the Area have an officer assigned as the Are How much time is allocated to this position?	ndled by limite	EVALUATED X	ACTION REQUIRED	✓ Yes ☐ Yes CORRECTED	□ No ☑ No
e. 12. A a. b. c. d.	(1) Is it accurate? (2) When was it last revised? 04/07 How much time is allocated to this position? A With minimal instruction, could this position be ha REA TRAINING OFFICER Does the Area have an officer assigned as the Are How much time is allocated to this position? Who supervises the officer? Shift Supervisor.	ndled by limite	EVALUATED X	ACTION REQUIRED	✓ Yes ☐ Yes ☐ CORRECTED ✓ Yes	□ No □ No
e. 12. A a. b. c. d.	(1) Is it accurate? (2) When was it last revised? 04/07 How much time is allocated to this position? A With minimal instruction, could this position be ha REA TRAINING OFFICER Does the Area have an officer assigned as the Are How much time is allocated to this position? Who supervises the officer? Shift Supervisor. Does the officer have a job description?	ndled by limited	EVALUATED X	ACTION REQUIRED	✓ Yes ☐ Yes ☐ CORRECTED ✓ Yes	□ No □ No

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g.	453Q (Rev. 6-06) OPI 009 What training has been provided to the officer? OST, PMA.		
· ·	VVII at training has been provided to the officer.		
h.	Has he/she been trained as a Department instructor?	☑ Yes	☐ No
i.	Is the officer certified as an officer safety training instructor?	☑ Yes	☐ No
 j.	Has he/she attended the Department's weapons/range officer training?	☐ Yes	☑ No
k.	Is the officer qualified to train employees to use tactical rifles?	Yes	☑ No
l.	Is the officer a CPR instructor?	☐ Yes	☑ No
m	What role does the officer have in developing and/or presenting Area training programs? Organizes so	chedules and	conducts
	training at the area level. Maintains area records, tracks and schedules refresher training to prevent the expirati	ons of certific	ations.
	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	✓ Yes	No
0.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	☐ Yes	✓ No
р.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	☐ Yes	☑ No
q.	Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	☑ Yes	☐ No
r.	Is the officer responsible for performing range maintenance?	☐ Yes	☑ No
S.	What other duties or assignments does the training officer have?		
3. L	IMITED DUTY EVALUATED X ACTION REQUIRED	CORRECTED	
а.	Does the Area currently have limited duty personnel assigned?	☑ Yes	☐ No
-	(1) What are their classifications, and what duties are they assigned? Sergeant		
		7.	
b.	Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?	☑ Yes	□ No
	(1) Could they be used more efficiently?	☐ Yes	☑ No
C.	If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?	☐ Yes	☑ No
d .	Are any current assignments in excess of six months?	☐ Yes	☑ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

□ No

√ Yes

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k. Is the special assignment on a reimbursable contract?

(1) If so, is the contract being followed?

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f.	Are limited duty personnel having public contact appropriately a	attired?		☑ Yes	☐ No
14.	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED X	ACTION REQUIRED	CORRECTED	
а	. Does the Area have personnel assigned to special projects or t	tactical operations?		Yes	☑ No
b	. Is the position full time or on an on-call basis?			Yes	☐ No
C.	If full time, is the assignment for a specified number of weeks o	r months?		☐ Yes	☐ No
d.	What are the duties/responsibilities of the officer? Area	does not have anyon	ne assigned to a Task For	ce.	
		1159			
					11
е.	Who supervises the officer?	-			
f.	How does he/she account for his/her time?		70		193
					9.62
g.	What is the selection criteria for the assignment?				
h.	Has the Area member contributed to the success or mission of	the team or task force	e?	☐ Yes	☐ No
i.	Where coordination is appropriate with the Division Investigative regarding activities?	e Services Unit, is th	ere ongoing discussion	☐ Yes	☐ No
j.	Is there a Memorandum of Understanding (MOU) on file?			☐ Yes	☐ No

☐ No

☐ No

☐ Yes

☐ Yes

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AREA	DIVISION	NUMBER
460	Central	
EVALUATED BY		DATE
Officer Luis La	ra	08/20/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual Items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454. Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		VALUATION nal Evaluation	mal Evaluation	SUSPENSE DATE			
105.00%	ow-ui	REQUIRED No	☐ Correction Report	COMMANDER'S REVIEW	Ÿ	DATE 10!	6 100
1. (SEN	ERAL		Yes Yes	ACTION REQUIRED No	CORRECTED	
a	. A	re special duty assignments	s minimized?			✓ Yes	□No
	(1) Is maximum efficiency at	ttained?			✓ Yes	□No
	(2	Are there any special du	ty functions which could be perfo	rmed by a beat officer or ot	her support personnel?	✓ Yes	□No
b	. A	re assigned duties consiste	nt with the job description?			✓ Yes	□No
	(1) Could duties be combined with another special duty assignment for efficiency?			☐ Yes	☑ No		
	(2) Which special duty officers (positions) were interviewed? None.						
С	c. How are individuals for special duty assignments selected? Officers submit a memorandum of interest. Special				Duty Offic	cers are	
	selected by management staff based on qualifications.						
	(1)	Are special duty opportur	nities open to all officers?			✓ Yes	□No
	(2)	Does selection contribute	e to attainment of affirmative action	on goals?		✓ Yes	□No
d.	Ca	n the special duty supervis	or describe the duties and worklo	oad of the special duty pers	onnel?	✓ Yes	□No
	(1)	Upon what criteria are sp	ecial duty personnel evaluated?	Special duty is evaluated b	pased on qualification		
	(2)	Are special duty officers t	neld accountable for their time an	d performance?		✓ Yes	□ No
	(3)	How is the special duty of	fficer's time planned? Are weekly	y itineraries provided to the	supervisor?	☐Yes	☑ No
е.	Do	the commander and mana	gement team have an active inte	erest in special duty progran	ns?	✓ Yes	□No
	(1)	Is time taken by the comm	mander to discuss activities and p			✓ Yes	□No
2. VI	EHIC	LE THEFT		Yes	ACTION REQUIRED Yes	CORRECTED	
a.	W	nat is the scope of the Area	's Vehicle Theft Program? Redu	ce occurrences of vehicle t	hefts through coordinati	ion with th	e Division
	Ve	hicle Theft Officer and train	ining.				
b.	Are	there open lines of commi	unication with the Division vehicle	e theft coordinator?		✓ Yes	□ No
	(1)	Is the commander aware	of how to obtain assistance from	the Division or Headquarte	rs coordinators?	√ Yes	□No

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	(2) Who is authorized to request assistance from vehicle theft coordinators? Field Personnel are authorized to	contact the	Division
		Auto Theft Investigator through channels.		
	. Is	the program effective?	✓ Yes	□ No
	(1)	Vehicle theft recovery goals established?	✓ Yes	□No
	(2)	Goals attained?	✓ Yes	□No
	(3)	How does the current number of stolen and recovered vehicles compare to prior time periods?		
	(4)	Are work hours dedicated to the program appropriate?	✓ Yes	□No
	(5)	Do beat officers and supervisors have an interest in the program?	✓ Yes	□ No
d	. Is	the program supported by district/city attorneys and the courts?	✓ Yes	□No
	(1)	Has the program been discussed with them?	✓ Yes	□No
	(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?		
е.	Do	the commander and management team take a personal interest in the program?	✓ Yes	□No
	(1)	What guidance and direction is provided?		
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	✓ Yes	□ No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	□No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	✓ Yes	□ No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	□No
	(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	□ No
	(5)	Do they give guidance and direction?	✓ Yes	□ No
	(6)	Do they demonstrate an interest in the program?	✓ Yes	□No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	✓ Yes	□No
g.	ls v	rehicle theft education/training provided by Area?	✓ Yes	□No
	(1)	Are training aids used?	✓ Yes	□No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	✓ Yes	□No
	(3)	Vehicle theft prevention discussed at briefings?	✓ Yes	□ No
	(4)	How is information on unique problems and circumstances disseminated to beat officers? Through emails a	nd briefing	g items from
		the Division Auto Theft Investigator		

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

(5) Are officers and supervisors proficient in locating and decoding VINs?	✓ Yes	□No
Have any Area officers earned the Department's 10851 Award?	✓ Yes	□No
(1) Have any officers qualified for the Master 10851 Award?	✓ Yes	□No
(2) How are awards presented? During Area Training day, the Commander presents the awards to the re	cipients. Divisio	n Chiefs are
invited to attend.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	✓ Yes	□No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program	n? 🗌 Yes	☑ No
EHICLE IDENTIFICATION NUMBER PROGRAM Yes ACTION REQUIRED NO	CORRECTED	
Is the VIN program understood by beat officers?	✓ Yes	□No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	✓ Yes	□No
Who is the assigned VIN officer? Officer Phillip Riggins, #9662		
(1) How was he/she trained? Trained by previous VIN officer, 40 hours of Vehicle Auto Theft Training	, and a total of 12	2 years
experience.		
(a) Is training adequate?	✓ Yes	□No
(2) Is the VIN officer proficient?	✓ Yes	□ No
(3) Who is the alternate VIN officer? Nonc		
(4) Are VIN inspections conducted in a secure setting?	✓ Yes	□No
(5) Is Field Support Section used as a resource?	✓ Yes	□No
What kind of system is in place to control the VIN officer's workload? VIN inspections are mainly complet	ed by appointme	nt only.
(1) Are VIN assignments/verifications done on an appointment basis?	✓ Yes	□ No
(a) Is there an excessive backlog?	☐ Yes	☑ No
(b) Is the vehicle owner's convenience a consideration?	✓ Yes	□No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?		□No
(3) Are associated documents processed promptly and submitted on time?	✓ Yes	□No
Is there proper security for replacement VIN plates?	✓ Yes	□No
(1) Are inventory controls adequate?	✓ Yes	□ No
	✓ Yes	□No
(2) Are entries legible?	<u> </u>	
(2) Are entries legible? (3) Do records match inventories?	☑ Yes	□ No
	Have any Area officers earned the Department's 10851 Award? (1) Have any officers qualified for the Master 10851 Award? (2) How are awards presented? During Area Training day, the Commander presents the awards to the reinvited to attend. (3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program? (4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program is the VIN program understood by beat officers? (5) Is the VIN program understood by beat officers? (6) Does the volume of VIN referrals to the VIN officer indicate support by field officers? (7) Does the volume of VIN referrals to the VIN officer indicate support by field officers? (8) Who is the assigned VIN officer? Officer Phillip Riggins, #9662 (9) How was he/she trained? Trained by previous VIN officer, 40 hours of Vehicle Auto Theft Training experience. (9) Is training adequate? (1) Is the VIN officer proficient? (3) Who is the alternate VIN officer? None (4) Are VIN inspections conducted in a secure setting? (5) Is Field Support Section used as a resource? What kind of system is in place to control the VIN officer's workload? VIN inspections are mainly completed to the VIN assignments/verifications done on an appointment basis? (a) Is there an excessive backlog? (b) Is the vehicle owner's convenience a consideration? (2) Are field officers and employees having public contact aware of the system used by the VIN officer? (3) Are associated documents processed promptly and submitted on time?	Have any Area officers earned the Department's 10851 Award? (1) Have any officers qualified for the Master 10851 Award? (2) How are awards presented? During Area Training day, the Commander presents the awards to the recipients. Division invited to attend. (3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program? (4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program? (5) Is the VIN program understood by beat officers? (6) Does the volume of VIN referrals to the VIN officer indicate support by field officers? (7) Does the volume of VIN referrals to the VIN officer indicate support by field officers? (8) Is the assigned VIN officer? (9) Yes Who is the assigned VIN officer? Officer Phillip Riggins, #9662 (1) How was he/she trained? Trained by previous VIN officer, 40 hours of Vehicle Auto Theft Training, and a total of 12 experience. (2) Is the VIN officer proficient? (3) Who is the alternate VIN officer? Nonc (4) Are VIN inspections conducted in a secure setting? (5) Is Field Support Section used as a resource? (4) Are VIN assignments/verifications done on an appointment basis? (5) Is field Support Section used as a resource? (6) Is there an excessive backlog? (7) Yes (8) Is there an excessive backlog? (9) Yes (10) Are VIN assignments/verifications done on an appointment basis? (11) Are VIN assignments/verifications done on an appointment basis? (12) Yes (3) Are associated documents processed promptly and submitted on time? (13) Are associated documents processed promptly and submitted on time? (14) Yes (15) Yes

AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

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		Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?	Yes	☑No
4.		NOOL PUPIL AND FARM LABOR (SP&FL) NSPORTATION SAFETY PARTICIPATED ACTION REQUIRED NO	CORRECTED	
		s the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?	☑ Yes	□No
		Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/ Coordinator?	✓ Yes	□No
	(Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? 	✓ Yes	□No
		(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?	✓ Yes	□No
		(b) CHP 100E, Monthly Activity Report?	✓ Yes	□No
		(c) School Bus Traffic Collision Reports and DMV printout H-6?	✓ Yes	□ No
		(d) Approved stops list?	Yes	☑ No
	(:	2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?	✓ Yes	□No
		(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?	✓ Yes	□No
	(;	3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? None		
	(4	4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?	✓ Yes	□No
	(!	5) Is program time properly justified?	✓ Yes	□No
		(a) How much time is allotted? 25 hours per week.		
		(b) Is time sufficient to meet departmental objectives?	✓ Yes	□No
		(c) Is the time expended within the Area's allotment?	✓ Yes	□No
		s responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?	✓ Yes	□No
	(1) Does the supervisor have adequate knowledge of the functions of the Area program?	✓ Yes	□No
	(2	Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?	✓ Yes	□No
	(3) Is he/she aware of the officer/coordinator's workload?	✓ Yes	□No
) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?	✓ Yes	□No
C	V. L	That training has the School Pupil Safety Transportation Safety Officer/Coordinator had? School Bus Coordinate training classes? Have a thorough, practical knowledge of:	or Initial Ti	aining
	(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?	✓ Yes	□No
	(2) School bus driver certification?	✓ Yes	□No
	(3) School bus accident investigation?	✓ Yes	□No
	(4) School bus reinspection?	✓ Yes	□No
	(5) School bus routes and stops?	✓ Yes	□No

SPECIAL FUNCTIONS

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	e. [Does the officer/coordinator coordinate activities and informatio	n with adjacent Areas?		✓ Yes	□No
	(1) Is he/she aware of the technical assistance available from (Commercial Vehicle Sect	ion?	✓ Yes	□No
	f. I	s there a sound procedure for scheduling and administering wr	itten tests?		✓ Yes	□No
	(Are certain days selected for testing so that a maximum nu	mber of applicants can b	e tested at one time?	✓ Yes	□No
	(:	2) Who administers the test? School Bus Officer				
	(;	3) Is a proctor present?			✓ Yes	□No
	(4	Adequate supply of the five variations of both the driver and	d first aid tests on hand?		✓ Yes	□No
	(5) Who reviews the tests with the applicants? School Bus O	fficer			
Luie	(6	✓ Yes	□No			
	(7	✓ Yes	□No			
	(8	✓ Yes	□No			
	g. D	oes the School Pupil Safety Transportation Officer conduct on	-scene investigations?		✓ Yes	□No
	(1) Are follow-up investigations conducted when appropriate?			✓ Yes	□No
	(2	(2) Are appropriate special coding made on all school bus investigations?				□No
	(3	✓ Yes	□No			
		(a) Has the officer/coordinator demonstrated a willingness	to take such action wher	warranted?	✓ Yes	□No
	h. A	re hazardous routes or stops reported in writing to the governing	ng board of the school dis	strict?	✓ Yes	□No
	(1) Are all stops annually reviewed for approval pursuant to the	California Vehicle Code	and Title 13?	✓ Yes	□ No
	(2) How many approved stops exist in the Area? The Area is in	the process of obtaining	g a list of approved stop	S	
į		o field officers take appropriate enforcement and follow-up acti plations?	on for observed school p	upil safety related	☑ Yes	□No
5.	EVID	ENCE/PROPERTY CONTROL	Yes	Yes	CORRECTED	
	a, H.	as the Area commander demonstrated an interest in the prope			✓ Yes	□ No
	(1	Who has been assigned by the commander as the evidence	e/property officer? Office	er Charles Watson, #150	656	
	(2)	Has an alternate for this position been assigned?			✓ Yes	□ No
	(3)	Who is the evidence/property supervisor? Sergeant Glin L	Lamerson, #12344			
t		pes the evidence/property officer have a good understanding of anual?	of the requirements of HP	M 70.1, Evidence	✓ Yes	□No
	(1)	Does the supervisor fully understand his/her responsibilities	?		✓ Yes	□No
		(a) Does he/she follow the guidelines in HPM 70.1, Evidence	ce Manual, regarding aud	dits and inventories?	Yes	☑ No
	(2)	Has a system been implemented which will ensure maintena	ance of the chain of poss	ession for evidence?	✓ Yes	□No
		(a) Is the system adequate?			✓ Yes	□No

SPECIAL FUNCTIONS

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	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	✓ Yes	□No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	✓ Yes	□No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	□ No
		(a) Are entered items canceled when the property is no longer in CHP possession?	✓ Yes	□No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	✓ Yes	□No
	c. Ha	ve procedures been examined for retaining and disposing of:		
	(1)	Evidence.	✓ Yes	□No
	(2)	Property.	✓ Yes	□No
	(3)	Weapons.	✓ Yes	□No
	(4)	Controlled substances.	✓ Yes	□No
	(5)	Alcoholic beverages	✓ Yes	□No
	(6)	License plates.	✓ Yes	□No
	(7)	Money.	✓ Yes	□No
C	l. Has	s unclaimed property of value been picked up by the Department of General Services, Material Services ction, for storage and disposal after it has been held for 30 days?	☑ Yes	□ No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	✓ Yes	□No
e	. Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	✓ Yes	□No
	(1)	Is the system adequate?	✓ Yes	□No
	(2)	Is there a suspense system?	✓ Yes	□No
	(3)	Are all items properly identified?	✓ Yes	□No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	✓ Yes	□No
		(a) Do Area records compare accurately with court records?	✓ Yes	□No
f.	Are p	periodic audits completed to ensure integrity of the property system?	✓ Yes	□No
	(1)	Has a semiannual audit of the property system been conducted?	✓ Yes	□No
	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	✓ Yes	□No
		(a) Have more frequent audits been conducted in identified problem areas?	✓ Yes	□No
g	. Hav	e inventories been conducted periodically to ensure integrity of the system?	✓ Yes	□No
h	ls se	ecurity adequate?	✓ Yes	□No
	(1)	Is a security log maintained in the property room?	✓ Yes	□No
		(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	✓ Yes	□No
		(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	✓ Yes	□No

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AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	(2) How many sets of keys are there to the evident lockers?	ce/property roo	om and the temporary of	evidence storage 2		
	(a) Is the distribution of the keys according to	policy?			✓ Yes	□No
	(3) Is the evidence/property officer other than the	court officer?			✓ Yes	□No
	(a) Is the evidence/property officer other than	a field officer of	or an officer involved in	collecting evidence?	✓ Yes	□No
	(4) Is the property room accessible by repair/maint	tenance persoi	nnel?		☐ Yes	☑ No
	(a) Is the room accessible by repair/maintenar	nce personnel?	?		Yes	☑ No
	(b) Is there a false ceiling?				☐ Yes	☑ No
	(c) Are door hinges on the inside of the room?					□No
	(d) Are any items which require access by other	Yes	☑ No			
	(e) Does Area's property room meet all require	ce Manual?	☐ Yes	☑ No		
	(If not, have steps been initiated to correct	the problem?)			✓ Yes	□No
	(5) Are pass-through type temporary storage locke	rs secured from	m the inside to prevent	entry?	✓ Yes	□No
	(a) Is evidence left in these lockers for no more	e than one day	1?		✓ Yes	□No
	(6) Is Area knowledgeable of investigatory required with packages containing controlled substances	nents in the ev	rent of any instance of	suspected tampering	✓ Yes	□No
	(a) Have any internal investigations been initia	ted by Area fo	r any such incidents?		Yes	☑ No
6.	COLLISION INVESTIGATION FOLLOW-UP	1	EVALUATED Yes	NO	CORRECTED)
а	a. Does the Area have an Al officer?				✓ Yes	□No
b	b. Who is responsible for supervising the officer? Serg	eant Glin Lam	ierson, #12344			
С	c. How much time is allocated to the position? 39 hours	s per week				
	(1) Is time allocated sufficient?				✓ Yes	□No
d	d. Does the collision investigation follow-up officer have	e a job descrip	ition?		✓ Yes	□No
	(1) Is it current?				✓ Yes	□No
	(2) What are the officer's duties? Duties include to	egging reports,	reviewing reports, pro	vide statistical informa	ition, arrang	ges for
	follow-up investigations, and assists officers w	ith any questic	ons in regards to the co	llision		
е.	e. Does the officer understand special reporting require	ements?			✓ Yes	□No
f.	. Does the officer have training or special qualifications	s that complem	nent the position?		✓ Yes	□No
g.	g. Is the officer available to respond to accidents to provide technical assistance?				✓ Yes	□No
h.	. Does the officer identify training needs and discuss	them with his/	her supervisor?		✓ Yes	□No
i.	Does the officer prepare charts, graphs, or statistics	that identify pr	oblem locations for de	ployment purposes?	✓ Yes	□No
j.	Does the officer have other duties, if so, what are the	y?			✓ Yes	□No
	Radio Extender Maintenance Officer					

SPECIAL FUNCTIONS

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7.	COURT LIAISON OFFICER	Yes Yes	ACTION REQUIRED	CORRECTED	
	a. Does the Area have an officer assigned court liaison duties?			✓ Yes	□ No
ŀ	o. Who supervises the officer? Sergeant Glin Lamerson				
•	. How much time is allocated to the position? 30 hours per week				
c	Does the officer have a job description?			✓ Yes	□ No
	(1) Is it accurate?			✓ Yes	□No
	(2) When was it last revised? 12/05/2006				
	(3) What are the officer's duties? The officer's duties include re	ustody reports, deliver n	otice to ap	pears and	
	arrest reports to the court/District Attorney's Office, and log				
	Does he/she have responsibilities for prisoner arraignment?			✓ Yes	□No
f.	f. Does the officer command respect of his/her peer group?				□No
g	. Is the court officer involved in the DUI Cost Recovery Program?			✓ Yes	□ No
h	. Does the officer initiate a CHP 735, Incident Response Reimburs	ement Statement?		✓ Yes	□No
	(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	ner CHP 415, Daily	✓ Yes	□No	
	(2) Does the officer(s) maintain a log?			✓ Yes	□No
	(3) Does the officer(s) forward the form to Fiscal Management S	ection after disposition?	?	✓ Yes	□No
i.	How may courts are within the Area's jurisdiction? One				
j.	Does the officer deal with more than one district attorney's (DA) of	fice?		☐ Yes	☑ No
k.	Does the officer have other duties?			✓ Yes	□No
	(1) If so, what are the other duties? PAS/EPAS Coordinator, I	AN Coordinator, Asse	t Forleiture Officer, and	SSP Offic	er
8. <i>A</i>	SSET FORFEITURE (AF) OFFICER	EVALUATED Yes	NO	CORRECTED	
a.	Does the Area have an officer assigned as AF coordinator?			✓ Yes	□ No
b.	Does the officer have current job description?			✓ Yes	□No
C.	Is he/she familiar with HPM 81.5, Drug Programs Manual?			✓ Yes	□ No
d.	Is Area coordinator logging AF cases separate from evidence?			✓ Yes	□ No
e.	Is there a process in place to ensure proper disposition of AF item	ns?		✓ Yes	□No
f.	Does Area's log agree with the Field Services Section (FSS) and I	Division log?		✓ Yes	□No
	(1) If not, why not?				
g.	Is the disposition of cases supported by documentation such as a distribution memorandum?	rrest reports, court orde	er, and AF	☑ Yes	□No

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SPECIAL FUNCTIONS

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	h.	Has	he Area seized any vehicles under AF?			Yes	☑ No
		(1) I	so, does the AF coordinator know where the vehicles are	t disposition?	☐ Yes	□No	
	i.	is the	Franchise Tax Board notified of all seizures valued at \$5,0	000 or more?		✓ Yes	□No
	j.	Does	the AF coordinator complete a mis-screen 50?			✓ Yes	□No
	k.	k. Does Area notify Division of all vehicle/boat/plane seizures?					□ No
	1.	I. Is Fleet Operations Section notified?					□No
	m.	Are a	ill vehicles stored safely and properly protected from inclen	nent weather?		✓ Yes	□No
	n.	Are la for sa	t box at a local bank	✓ Yes	□No		
	٥.	Are la	nated for AF?	✓ Yes	□No		
	p.	What	is the procedure in handling monetary AF awards (checks	from the DA)? The mon	etary AF awards are for	warded to	Fiscal
		Mana	gement.				
	q.	Is the	check remitted to the Area's cashier for transmittal to Fisca ations to FSS and the Division AF coordinator?	al Management Section	with proper	✓ Yes	□No
9.	SPI	ECIAL	IZED VEHICLES	Yes Yes	No REQUIRED	CORRECTED	
_	a.	Орега	tion and Inspection	J. 5. 50		-	
	(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?						□No
		(a) Who supervises the officer(s)? Officer Charles Watson	, # 15656			
		(b) How much time is allocated? 4 hours a month				
	((2) D	pes the officer have a job description?			✓ Yes	□No
		(a	is it accurate?			✓ Yes	□No
		(b	When was it last revised? 12/05/2006				
	(o officers understand policy concerning permits, licensing, ecialized vehicles?	inspections, and regulat	ions pertaining to	✓ Yes	□No
	(4) To	w Trucks				
		(a	Is the Area in compliance with HPM 81.2, Vehicle Proce operation of tow trucks?	dures Manual, Chapter	7, concerning	✓ Yes	□No
		(b)	Do files contain current contracts and inspection forms?			✓ Yes	□ No
		(c)	Are there any recent complaints?			✓ Yes	□No
		(d)	Are complaints documented on the CHP 240, Complaint Supplement?	t Investigation, and CHP	556, Narrative	✓ Yes	□No
		(e)	Who is responsible for inspections? Officer Charles W	/atson, #15656			
		(f)	Does an officer occasionally conduct a random inspectio process?	n to ensure the integrity	of the inspection	✓ Yes	□No
		(g)	Is there evidence that discrepancies are promptly correct	ited?		✓ Yes	□No
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AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	(h)	Who conducts annual tow meetings?Officer Charles Watson, #15656		
		1 Does the commander attend?	✓ Yes	□No
		2 Is an agenda prepared?	✓ Yes	□No
		3 Are minutes prepared and circulated for review?	✓ Yes	□No
		4 When was the last annual meeting? 05/2008		
	(i)	Are rotation and sector assignment procedures clearly established?	✓ Yes	□No
-	(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? By e-mail or are suspended through CAD.		
	(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	✓ Yes	□No
(5) Am	bulances		
	(a)	Who is responsible for overseeing the operation of ambulances within the Area? Officer Charles Wats	son, #15656)
	(b)	is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	✓ Yes	□No
	(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	✓ Yes	□No
	(d)	Are complaints received at Area investigated and documented?	✓ Yes	□No
	(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	□Yes	☑ No
		1 If so, how is this done?		
	(f)	Are ambulance inspection forms in file current?	✓ Yes	□No
(6	S) Arm	ored Vehicles		
	(a)	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	☐Yes	☑ No
	(b)	What impact on the Area workload do these inspections have? N/A		
(7	') Auth	norized Emergency Vehicles (AEV)		
	(a)	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	☐ Yes	☑ No
	JFORN DGRAN	IIA RESIDENT FOREIGN REGISTRATION (CRFR) Yes ACTION REQUIRED NO	CORRECTED)
		Davidson Davidson Faller		

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

ē	. If the Department currently has an active CRFR program, does attempts by California residents to avoid payment of licensing a	cer assigned to investigate ue in California?	✓ Yes	□No	
	(1) Who supervises the officer? Sergeant Glin Lamerson, #1	2344			
	(2) Is sufficient time allocated for this program?			✓ Yes	□No
	(3) Does the officer have a job description?			✓ Yes	□No
	(a) Is it accurate?			✓ Yes	□No
b	Does the Area program follow the guidelines in the Registration	Enforcement Manua	I, HPM 82.5, Chapter 3?	✓ Yes	□No
	Are suspected violations documented on Registration 69 forms Registration Compliance Unit?	☑ Yes	□No		
	(1) If locally processed, are CHP 215s, Notice to Appear, issue registration is due?	☐Yes	□No		
d	Is the CRFR officer aware that the rules of evidence pertaining of this type?	✓ Yes	□No		
к е	e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?				□No
f.	f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?				
11.	GENERAL SUPPORT	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
а.	Is an officer assigned to general support including violation clea	rance and counter of	icer?	✓ Yes	□No
b.	What additional duties does he/she perform? Assist public with	n proof of correction	violations, traffic collision	or stolen ve	chicle reports.
	Provide public with information in regards to traffic regulations	s, and maintain a CII	P 180 log		
		281			
c.	Is there a job description?			✓ Yes	□No
	(1) Is it accurate?			✓ Yes	□No
	(2) When was it last revised? 02/01/2006				
d.	How much time is allocated to this position? 20 hours per week	k			
е.	With minimal instruction, could this position be handled by limite	d duty personnel?			□No
12. 4	REA TRAINING OFFICER	Yes	NO	CORRECTED	
a.	Does the Area have an officer assigned as the Area training officer	per?		✓ Yes	□No
b.	How much time is allocated to this position? 20 hours per weel				
C.	Who supervises the officer? Sergeant Glin Lamerson, #12344				
d.	Does the officer have a job description?			✓ Yes	□No
	(1) When was it last revised? 02/2006				
е.	Does the officer command the respect of his/her peers?			✓ Yes	□No
f.	Does the officer have the support of the supervisors?			✓ Yes	□No

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9	. What training has been provided to the officer? Emergency Medical Responder Instructor, CPR instructor, and	FOTS instr	uctor.
_			
h		Yes	☑ No
i.	Is the officer certified as an officer safety training instructor?	Yes	☑ No
j.	Has he/she attended the Department's weapons/range officer training?	Yes	☑ No
k	Is the officer qualified to train employees to use tactical rifles?	☐ Yes	☑ No
l.	Is the officer a CPR instructor?	✓ Yes	□No
m	. What role does the officer have in developing and/or presenting Area training programs? The Training Office	r is the train	ing
	coordinator and schedules officers for upcoming training classes. The Training Officer instructs classes or sch	nedules an ir	structor for
	the Area training program.		
n.	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	✓ Yes	□No
О.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	☐Yes	☑ No
p.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	☐Yes	☑ No
q.	Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	✓ Yes	□ No
r.	Is the officer responsible for performing range maintenance?	☐ Yes	✓ No
s.	What other duties or assignments does the training officer have? Watch Officer relief, CSS Technician, cond	ucts annual	equipment
	inventory, and special projects overtime coordinator		
13. L	IMITED DUTY RO NO NO	CORRECTED)
а.	Does the Area currently have limited duty personnel assigned?	☐ Yes	☑ No
	(1) What are their classifications, and what duties are they assigned?		<u></u>
	Company of the control of the contro		
	*		
b.	Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?	□Yes	□ No
	(1) Could they be used more efficiently?	Yes	
С.	If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to		□ No
	- v denote year enters are used to deficitly special only tasks, ones the feddiar special offly officer fathin to		
<u> </u>	road patrol?	Yes	□No
	road patrol? Are any current assignments in excess of six months?	☐ Yes	□ No

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f.	Are limited duty personnel having public contact appropriately	attired?		☐Yes	□No			
4. \$	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	Yes	ACTION REQUIRED No	CORRECTED)			
a.	Does the Area have personnel assigned to special projects or	tactical operations?	•	✓ Yes	□No			
b.	Is the position full time or on an on-call basis?			✓ Yes	□No			
C.	If full time, is the assignment for a specified number of weeks	or months?		✓ Yes	□ No			
d.	What are the duties/responsibilities of the officer? Responsibilities	What are the duties/responsibilities of the officer? Responsibilities include enforcing the controlled substance laws by targeting						
	investigations towards apprehension of all levels of drug traff	ickers, with the ove	erall objective to target stree	t level drug d	ealing			
e.	Who supervises the officer? Lieutenant Dennis Troxell, #13	163						
f.	How does he/she account for his/her time? The Officer reports	s to the Task Force	Commander and to the Are	a Lieutenant.				
g.	What is the selection criteria for the assignment? Selection is t	based on experience	and selected by Area Man	agement.				
h.	Has the Area member contributed to the success or mission of	f the team or task fo	rce?	✓ Yes	□No			
i.	Where coordination is appropriate with the Division Investigative regarding activities?	ve Services Unit, is t	there ongoing discussion	✓ Yes	□No			
j.	Is there a Memorandum of Understanding (MOU) on file?			✓ Yes	□No			
k.	Is the special assignment on a reimbursable contract?			☐ Yes	☑ No			
	(1) If so, is the contract being followed?			☐ Yes	□No			

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AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS
CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
MODESTO	CENTRAL	465
EVALUATED BY		DATE
Lt. Sandra Adams	;	12/9/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Informal Evaluation	December 31, 2008			
FOLLOW-UP REQUIRED Correction Report	COMMANDER'S REVIEW		DATE	
☐ Yes ☑ No	- l		61.1	5.09
1. GENERAL	12/09/2008	ACTION REQUIRED	CORRECTE	D
Are special duty assignments minimized?			✓ Yes	□ No
(1) Is maximum efficiency attained?			✓ Yes	□ No
(2) Are there any special duty functions which could be perfe	formed by a beat officer	or other support personnel?	✓ Yes	□No
b. Are assigned duties consistent with the job description?			✓ Yes	□No
(1) Could duties be combined with another special duty assi	ignment for efficiency?		✓ Yes	□No
(2) Which special duty officers (positions) were interviewed?	A.L., Court, School I	Pupil Safety, VIN, General S	upport	
c. How are individuals for special duty assignments selected?	Interviews are done by	the Commander, with the Sp	necial Duty	y Sergeant
having input.				
(1) Are special duty opportunities open to all officers?			✓ Yes	□No
(2) Does selection contribute to attainment of affirmative acti	ion goals?		✓ Yes	□No
d. Can the special duty supervisor describe the duties and work	load of the special duty	personnel?	✓ Yes	□No
(1) Upon what criteria are special duty personnel evaluated?	100 forms are compl	eted and turned in to the Spe	cial Duty S	Sergeant, The
sergeant ensures each position is fulfilling their primary	functions Interaction	with unif, and non-unif, staff	ed is evalu	rated.
(2) Are special duty officers held accountable for their time as	nd performance?		✓ Yes	□No
(3) How is the special duty officer's time planned? Are week	ly itineraries provided t	o the supervisor?	✓ Yes	□ No
e. Do the commander and management team have an active into	erest in special duty pr	ograms?	✓ Yes	☐ No
(1) Is time taken by the commander to discuss activities and	potential problems?		✓ Yes	□No
VEHICLE THEFT	12/09/2008	NO NO	CORRECTED	
a. What is the scope of the Area's Vehicle Theft Program? Over	rall focus is large. Stan	CATT unit takes on most of	the respon	sibility with
support from the Area.		And the state of t		
b. Are there open lines of communication with the Division vehicle	le theft coordinator?		✓ Yes	□ No
(1) Is the commander aware of how to obtain assistance from	n the Division or Headq	uarters coordinators?	Yes	□ No

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	(2)	Who is authorized to request assistance from vehicle theft coordinators? Any supervisors.		
С	. Ist	he program effective?	✓ Yes	□No
-		Vehicle theft recovery goals established?	✓ Yes	□No
-	(2)	Goals attained?	√ Yes	□No
	(3)	How does the current number of stolen and recovered vehicles compare to prior time periods? Modesto,	dropped froi	n#1 to#5
_		Nationwide ranking for most vehicles stolen.		
_	(4)	Are work hours dedicated to the program appropriate?	✓ Yes	□No
_	(5)	Do beat officers and supervisors have an interest in the program?	✓ Yes	□No
d.	ls th	ne program supported by district/city attorneys and the courts?	✓ Yes	□No
		Has the program been discussed with them?	✓ Yes	□No
		What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	Ongoing dis	cussion
_		during Law Enforcement Executive meetings.		
	Do 1	the commander and management team take a personal interest in the program?	✓ Yes	□No
	(1)	What guidance and direction is provided? Ongoing training, 90-day temps are encouraged to work with S	StanCATT, v	where Arc
-		personnel gain education, receive guidance, and then return to Area to use and share knowledge.		
_		personner gain education, receive gardaneet and treat reads to the talk and		
		personner gain education, recert e gardanee, and desired and the second and the s		
	Are s	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	✓ Yes	□No
			✓ Yes	□ No
	(1)	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?		
	(1)	supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	□No
	(1) (2) (3)	supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program?	✓ Yes	□ No
	(1)(2)(3)(4)	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
	(1)(2)(3)(4)(5)	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques? Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No
	(1)(2)(3)(4)(5)(6)	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques? Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? Do they give guidance and direction?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
	(1) (2) (3) (4) (5) (6) (7)	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques? Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? Do they give guidance and direction? Do they demonstrate an interest in the program?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No □ No
	(1) (2) (3) (4) (5) (6) (7) (8) Is ve	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques? Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? Do they give guidance and direction? Do they demonstrate an interest in the program? Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No
	(1) (2) (3) (4) (5) (6) (7) (5) (1) (1) (1) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques? Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? Do they give guidance and direction? Do they demonstrate an interest in the program? Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	✓ Yes	 No No No No No No No No
	(1) (2) (3) (4) (5) (6) (7) (5) (1) (1) (2) (2) (4)	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques? Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? Do they give guidance and direction? Do they demonstrate an interest in the program? Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? Shicle theft education/training provided by Area? Are training aids used?	✓ Yes	 No
	(1) (2) (3) (4) (5) (6) (7) (8) (1) (1) (2) (3) (3)	Supervisors knowledgeable of the scope of the vehicle theft problem within the Area? Do they have an idea of the number of thefts and recoveries in the Area? Are they knowledgeable of the Department's Vehicle Theft Program? Are they knowledgeable of vehicle theft identification inspection procedures and techniques? Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? Do they give guidance and direction? Do they demonstrate an interest in the program? Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? Schicle theft education/training provided by Area? Are training aids used? Are division vehicle theft coordinators/investigators made available for training?	✓ Yes ✓ Yes	No No No No No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

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CUL 400	Q (Nev. 0-00) OF 1 009					
(5	Are officers and supervisors proficient in locating and decod	ding VINs?		✓ Yes	□No	
h. H	ave any Area officers earned the Department's 10851 Award?			✓ Yes	□No	
(1) Have any officers qualified for the Master 10851 Award?			✓ Yes	☐ No	
(2)) How are awards presented? During a formal ceremony at	Area with Commander,	Central Division Assist	ant Chief, r	representatives	
	from AAA.					
(3)) Is the 10851 Award Program used to enhance interest in the	e Area's Vehicle Theft F	rogram?	✓ Yes	□No	
(4)	Are Area/Division recovery statistics posted in a manner wh	ich could boost enthusia		✓ Yes	□No	
3. VEHIC	VEHICLE IDENTIFICATION NUMBER PROGRAM EVALUATED ACTION REQUIRED No No					
a. Is	the VIN program understood by beat officers?			✓ Yes	□No	
(1)	Does the volume of VIN referrals to the VIN officer indicate s	support by field officers?		✓ Yes	□No	
b. Wh	no is the assigned VIN officer? Officer Al Arounsack					
(1)	How was he/she trained? Auto Theft Class, June 2007: Wo	orked with the VIN offi	cer in Stockton Area.			
	(a) Is training adequate?			✓ Yes	□No	
(2)	Is the VIN officer proficient?			✓ Yes	□No	
(3)	Who is the alternate VIN officer? None at this time					
(4)	Are VIN inspections conducted in a secure setting?			✓ Yes	□No	
(5)	Is Field Support Section used as a resource?			✓ Yes	□ No	
c. Wh	at kind of system is in place to control the VIN officer's workloa	ad? VIN schedule, on	Area computer system.			
(1)	Are VIN assignments/verifications done on an appointment b	asis?		✓ Yes	□No	
	(a) Is there an excessive backlog?			Yes	☑ No	
	(b) Is the vehicle owner's convenience a consideration?			✓ Yes	□ No	
(2)	Are field officers and employees having public contact aware	of the system used by	the VIN officer?	✓ Yes	□ No	
(3)	Are associated documents processed promptly and submitted	d on time?		✓ Yes	□No	
d. Is th	ere proper security for replacement VIN plates?		4/10-2	✓ Yes	□No	
(1)	Are inventory controls adequate?			✓ Yes	□No	
(2)	Are entries legible?			✓ Yes	□No	
(3)	Do records match inventories?			✓ Yes	□No	
(4)	Are required reports accurate and submitted properly?			✓ Yes	□No	
e. Does	s the VIN officer use relevant information available from allied	agencies, DMV and NI	CB?	✓ Yes	□ No	

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f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?					☐ Yes	☑No
		OOL PUPIL AND FARM LABOR (SP&FL) NSPORTATION SAFETY	12/09/2008	No	CORRECTE	D
		the Area commander and management team aware of all asperogram conducted in the Area?	ects of the SP&FL	Transportation Safety	✓ Yes	□No
		oes the Area have either a uniformed SP&FL Transportation Of oordinator?	fficer or a nonunifo	ormed School Bus Officer/	✓ Yes	□No
ALC: N	(1) Are Area files maintained as required by HPM 82.4, School F Safety Manual?	Pupil and Farm La	bor Transportation	✓ Yes	□No
	_	(a) Driver records, CHP 295, State Department of Education	n T-01, criminal re	cord information, etc.?	✓ Yes	□No
		(b) CHP 100E, Monthly Activity Report?			✓ Yes	□No
		(c) School Bus Traffic Collision Reports and DMV printout H	l-6?		✓ Yes	□No
_		(d) Approved stops list?			✓ Yes	□No
	(2)	Is the School Pupil Transportation Safety Officer/Coordinator	proficient in perfo	orming assigned duties?	✓ Yes	□No
		(a) Are duties performed in conformance with HPM 82.4, So Safety Manual?	hool Pupil and Fa	rm Labor Transportation	☑ Yes	□No
	(3)	Who is the alternate School Pupil Transportation Safety Offic	er/Coordinator?	Officer Hendricks		
_	(4)	Are CHP 100Es, Monthly Activity Report, submitted in a timel	y manner?		✓ Yes	□No
	(5)	Is program time properly justified?			✓ Yes	□No
		(a) How much time is allotted? 75%				
		(b) Is time sufficient to meet departmental objectives?			✓ Yes	□No
		(c) Is the time expended within the Area's allotment?			✓ Yes	□No
C.		responsibility for supervision of the School Pupil Transportation pervisor?	Safety Program a	assigned to a specific	✓ Yes	□No
	(1)	Does the supervisor have adequate knowledge of the function	ns of the Area pro	gram?	✓ Yes	□No
	(2)	Does the supervisor have a copy of HPM 82.4, School Pupil a manual?	ınd Farm Labor Tı	ransportation Safety	✓ Yes	□No
	(3)	Is he/she aware of the officer/coordinator's workload?	11		✓ Yes	□No
	(4)	Does the supervisor review CHP 100Es, Monthly Activity Repo	ort, submitted by t	the officer/coordinator?	✓ Yes	□No
d.	Wh Alte	at training has the School Pupil Safety Transportation Safety Onded In-Service Training classes? Have a thorough, practical	fficer/Coordinator knowledge of:	had? Dept. Training at Ac	ademy, 1.5 y	ears ago
+	(1)	Departmental policy relating to the School Pupil Safety Transp	ortation Safety Pr	ogram?	✓ Yes	□No
	(2)	School bus driver certification?			✓ Yes	□No
	(3)	School bus accident investigation?			✓ Yes	□No
	(4)	School bus reinspection?			✓ Yes	□No
	(5)	School bus routes and stops?			✓ Yes	□No

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	e	Does the officer/coordinator coordinate activities and information	on with adjacent Areas?		✓ Yes	□No
-		(1) Is he/she aware of the technical assistance available from	Commercial Vehicle Sec	ction?	✓Yes	□No
	f.	Is there a sound procedure for scheduling and administering w	ritten tests?		✓ Yes	□No
	(Are certain days selected for testing so that a maximum number	umber of applicants can b	pe tested at one time?	✓ Yes	□No
	(2) Who administers the test? SPST, Officer Cindy White				
	(3) Is a proctor present?		17.	✓Yes	□No
-	(Adequate supply of the five variations of both the driver an	d first aid tests on hand?		✓ Yes	□ No □
-	(5) Who reviews the tests with the applicants? Officer White	2	(0)		
	(Is the driving test of sufficient scope to provide an adequat	e test of knowledge, skill	, and self-control?	✓ Yes	□No
-	(7) Are driving errors discussed with the applicant?			✓ Yes	□No
_	(1	Is the school bus transportation supervisor advised of any	additional training needs'	?	✓ Yes	□No
	g. [oes the School Pupil Safety Transportation Officer conduct or	n-scene investigations?		Yes	□No
	() Are follow-up investigations conducted when appropriate?			✓ Yes	□No
	(2	Are appropriate special coding made on all school bus inve	estigations?		✓ Yes	□No
	(3	Does the officer/coordinator review all school bus accident recommendations to DMV to take any warranted actions ag	investigations and made gainst the driver?	appropriale	✓ Yes	□No
_		(a) Has the officer/coordinator demonstrated a willingness	to take such action when	n warranted?	✓ Yes	□No
	h. A	re hazardous routes or stops reported in writing to the governi	ng board of the school di	strict?	✓ Yes	□No
	(1) Are all stops annually reviewed for approval pursuant to the	e California Vehicle Code	and Title 13?	✓ Yes	□No
	(2) How many approved stops exist in the Area? 10,084				
		o field officers take appropriate enforcement and follow-up actions?	ion for observed school p	oupil safety related	✓ Yes	□No
5.	EVID	ENCE/PROPERTY CONTROL	NO EVALUATED	ACTION REQUIRED	CORRECTED	
	a. Ha	as the Area commander demonstrated an interest in the prope		I property?	Yes	□No
	(1					
			- 1011 111 111 111			
	(2)	Has an alternate for this position been assigned?			☐ Yes	□No
	(3)	Who is the evidence/property supervisor?				
t		es the evidence/property officer have a good understanding canual?	of the requirements of HP	M 70.1, Evidence	Yes	□No
	(1)	Does the supervisor fully understand his/her responsibilities	?		☐ Yes	□No
		(a) Does he/she follow the guidelines in HPM 70.1, Evidence	ce Manual, regarding au	dits and inventories?	☐ Yes	□No
_	(2)	Has a system been implemented which will ensure maintena	ance of the chain of poss	ession for evidence?	☐ Yes	□No
		(a) Is the system adequate?			Yes	□No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	☐Yes	□No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☐ Yes	□No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☐ Yes	□No
(a) Are entered items canceled when the property is no longer in CHP possession?	☐ Yes	□No
(6) Has the evidence/properly officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☐ Yes	□No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence,	☐Yes	□No
(2) Property.	☐ Yes	□No
(3) Weapons.	☐Yes	□No
(4) Controlled substances.	☐Yes	□No
(5) Alcoholic beverages.	☐Yes	□No
(6) License plates.	Yes	☐ No
(7) Money,	☐ Yes	□No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	☐ Yes	□No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☐ Yes	□No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	Yes	□No
(1) Is the system adequate?	☐ Yes	☐ No
(2) Is there a suspense system?	☐ ,Yes	□No
(3) Are all items properly identified?	☐ Yes	□No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	☐ Yes	□No
(a) Do Area records compare accurately with court records?	☐Yes	□No
f. Are periodic audits completed to ensure integrity of the property system?	Yes	□No
(1) Has a semiannual audit of the property system been conducted?	☐ Yes	□No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	Yes	□No
(a) Have more frequent audits been conducted in identified problem areas?	Yes	□No
g. Have inventories been conducted periodically to ensure integrity of the system?	Yes	□No
h. Is security adequate?	Yes	□No
(1) Is a security log maintained in the property room?	☐Yes	□No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	, ☐ Yes	□No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	Yes	□ No *

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	How many sets of keys are there to the evidence/property relockers?	oom and the temporary	evidence storage		
(a) Is the distribution of the keys according to policy?		AI	☐ Yes	□No
(3)	s the evidence/property officer other than the court officer?			☐ Yes	□No
(a) Is the evidence/property officer other than a field officer	or an officer involved in	collecting evidence?	☐Yes	□No
(4) I	s the properly room accessible by repair/maintenance person	onnel?		☐ Yes	□No
(6	a) Is the room accessible by repair/maintenance personne	91?		☐ Yes	□No
(1	o) Is there a false ceiling?			☐ Yes	□No
(0	c) Are door hinges on the inside of the room?			Yes	□No
(0	Are any items which require access by other than the ex-	vidence/property officer	stored in the room?	☐ Yes	□No
(e	e) Does Area's property room meet all requirements outline	ed in HPM 70.1, Evider	nce Manual?	☐ Yes	□No
	(If not, have steps been initiated to correct the problem?	?)		☐ Yes	□No
(5) A	re pass-through type temporary storage lockers secured fro	om the inside to preven	t entry?	Yes	□No
(a) Is evidence left in these lockers for no more than one da	ay?		☐ Yes	□No
	Area knowledgeable of investigatory requirements in the eth packages containing controlled substances?	event of any instance of	suspected tampering	Yes	□No
(a) Have any internal investigations been initiated by Area for	or any such incidents?		☐ Yes	□No
6. COLLISIO	ON INVESTIGATION FOLLOW-UP	EVALUATED 12/09/2008	NO REQUIRED	CORRECTED	
a. Does t	he Area have an Al officer?	12.012000		✓ Yes	□No
b. Who is	responsible for supervising the officer? Sgt. Manke, Spec	ial Duty Sergeant			
c. How m	uch time is allocated to the position? 100%				
(1) Is	time allocated sufficient?			✓ Yes	□No
d. Does th	ne collision investigation follow-up officer have a job descri	ption?		✓ Yes	□No
(1) Is it	current?			✓ Yes	□No
(2) Wh	nat are the officer's duties? AIS data entry, report tracking	g and review. Transferr	ing digital photographs	to disk for:	sale, training
otl	ner officers when necessary.				12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
e. Does th	ne officer understand special reporting requirements?			✓ Yes	□No
f. Does the	e officer have training or special qualifications that compler	ment the position?		✓ Yes	□ No
g. Is the o	fficer available to respond to accidents to provide technical	l assistance?		✓ Yes	□No
h. Does th	ne officer identify training needs and discuss them with his	/her supervisor?		✓ Yes	□No
i. Does th	e officer prepare charts, graphs, or statistics that identify p	roblem locations for de	ployment purposes?		□No
j. Does the	e officer have other duties, if so, what are they?			✓ Yes	□No
Auto Ca	id when needed, DRE as needed.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

7.	COURT LIAISON OFFICER	EVALUATED		ACTION REQUIRED	CORRECTE	0
		12/09/2008		No	✓ Yes	□No
- 2	a. Does the Area have an officer assigned court liaison duties				<u></u>	
Ŀ	b. Who supervises the officer? Sgt. Manke, Special Duty Sc	ergeant ————————————————————————————————————				
C	. How much time is allocated to the position? 100%				✓ Yes	□No
C	I. Does the officer have a job description?					
	(1) Is it accurate?				✓ Yes	□No
	(2) When was it last revised? Currently under revision due					
	(3) What are the officer's duties? DA's office liaison, pro-	cess arrest reports. CH	Р 735 р ———	rocessing, DA follow	c-up, initial i	nvestigatio
	of identity theft cases, data entry in AIS					
е	. Does he/she have responsibilities for prisoner arraignment?)			☐ Yes	✓ No
f.	Does the officer command respect of his/her peer group?				✓ Yes	□No
g	. Is the court officer involved in the DUI Cost Recovery Progr	am?			✓ Yes	□No
h.	n. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?					✓ No
	(1) Does the officer(s)' times on the CHP 735 correspond to Field Record?	o the times indicated o	n his/he	er CHP 415, Daily	✓ Yes	□No
	(2) Does the officer(s) maintain a log?				✓ Yes	□No
	(3) Does the officer(s) forward the form to Fiscal Managem	ent Section after dispo	silion?		✓ Yes	□No
i.	How may courts are within the Area's jurisdiction? Four					
 j.	Does the officer deal with more than one district attorney's (I	OA) office?			Yes	☑ No
k.	Does the officer have other duties?				✓ Yes	□No
	(1) If so, what are the other duties? Cross-trained in other	Special Duty position	is to ma	intoin coverage whe		
_	(1) If do, thick die the energy contains the e	Special Day position	10, (6) 111	mam coverage who	n vacations,	etc., occur.
	(1) II do, mile de life direction de la company de la comp				n vacations,	
A	SSET FORFEITURE (AF) OFFICER	EVALUATED 12/09/2008		ACTION REQUIRED)
-		EVALUATED		ACTION REQUIRED		No □ No
a.	SSET FORFEITURE (AF) OFFICER Does the Area have an officer assigned as AF coordinator?	EVALUATED		ACTION REQUIRED	CORRECTE)
a. b.	SSET FORFEITURE (AF) OFFICER Does the Area have an officer assigned as AF coordinator?	EVALUATED		ACTION REQUIRED	CORRECTEI V Yes	No □ No
a. b.	SSET FORFEITURE (AF) OFFICER Does the Area have an officer assigned as AF coordinator? Does the officer have current job description?	12/09/2008		ACTION REQUIRED	CORRECTED V Yes V Yes	No No
a. b.	SSET FORFEITURE (AF) OFFICER Does the Area have an officer assigned as AF coordinator? Does the officer have current job description? Is he/she familiar with HPM 81.5, Drug Programs Manual?	EVALUATED 12/09/2008 e?		ACTION REQUIRED	CORRECTEI ✓ Yes ✓ Yes ✓ Yes	No No
a. b. c.	SSET FORFEITURE (AF) OFFICER Does the Area have an officer assigned as AF coordinator? Does the officer have current job description? Is he/she familiar with HPM 81.5, Drug Programs Manual? Is Area coordinator logging AF cases separate from evidence	EVALUATED 12/09/2008		ACTION REQUIRED	CORRECTEI ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No
a. b. c.	SSET FORFEITURE (AF) OFFICER Does the Area have an officer assigned as AF coordinator? Does the officer have current job description? Is he/she familiar with HPM 81.5, Drug Programs Manual? Is Area coordinator logging AF cases separate from evidence is there a process in place to ensure proper disposition of Al	EVALUATED 12/09/2008		ACTION REQUIRED	CORRECTEI ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

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-				
	h. J	Has the Area seized any vehicles under AF?	Yes	☑ No
	(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	✓ Yes	☐ No
	i. I	s the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	✓ Yes	□No
	j. C	oes the AF coordinator complete a mis-screen 50?	✓ Yes	□No
	k. C	oes Area notify Division of all vehicle/boat/plane seizures?	✓ Yes	□No
	l. Is	Fleet Operations Section notified?	✓ Yes	□No
	m. /	Are all vehicles stored safely and properly protected from inclement weather?	✓ Yes	□No
		re large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank or safekeeping?	☐Yes	☑ No
-	o. A	re large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	☐ Yes	✓ No
7	p. W	hat is the procedure in handling monetary AF awards (checks from the DA)? Disbursement letter sent, and co	opies sent to	FSS, Closure
-	d	ocuments to Division		
	q. Is	the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper tifications to FSS and the Division AF coordinator?	✓ Yes	□No
9.	SPEC	IALIZED VEHICLES EVALUATED ACTION REQUIRED NO.	CORRECTE	0
-	a. O	peration and Inspection		
_	(1)	Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	✓ Yes	□No
_		(a) Who supervises the officer(s)? Special Duty Sergeant		
		(b) How much time is allocated? 20%		
	(2)	Does the officer have a job description?	✓ Yes	□No
		(a) Is it accurate?	✓ Yes	□No
		(b) When was it last revised? Currently under revision		
	(3)	Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	✓ Yes	□No
	(4)	Tow Trucks		
		(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	✓ Yes	□No
		(b) Do files contain current contracts and inspection forms?	✓ Yes	□No
		(c) Are there any recent complaints?	☐ Yes	☑ No
		(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	□Yes	☑ No
		(e) Who is responsible for inspections? Officer Patrick Hendricks, assisted by two Motor Carrier personn	nel	
		(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	✓ Yes	□No
		(g) Is there evidence that discrepancies are promptly corrected?	✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

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TE 4000 (IN	8V 0-00) OF1 003		
(ł	n) Who conducts annual tow meetings? Officer Patrick Flendricks		
	1 Does the commander attend?	☐Yes	✓ No
	2 Is an agenda prepared?	✓ Yes	□No
	3 Are minutes prepared and circulated for review?	☐ Yes	☑ No
	4 When was the last annual meeting? May, 2008		
(i)	Are rotation and sector assignment procedures clearly established?	✓ Yes	□No
(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Normally, Merced Comm Center is notified.		
(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	✓ Yes	□No
(5) An	nbulances		
(a)	Who is responsible for overseeing the operation of ambulances within the Area? Officer Hendric	KS .	
(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	✓ Yes	□No
(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	✓ Yes	□No
(d)	Are complaints received at Area investigated and documented?		□No
(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	☐ Yes	✓No
	1 If so, how is this done?		
	Are ambulance inspection forms in file current?	✓ Yes	□ No
	ored Vehicles		
(a)	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	✓ Yes	□No
(b)	What impact on the Area workload do these inspections have? Minimal		
- UV			
(7) Auth	orized Emergency Vehicles (AEV)		
(a)	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	Yes	☑ No
ALIFORN ROGRAM	IA RESIDENT FOREIGN REGISTRATION (CRFR) EVALUATED ACTION REQUIRED	CORRECTED	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

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OTT	1850 (1161, 0 00) 01 1 000				
а	. If the Department currently has an active CRFR program, does attempts by California residents to avoid payment of licensing a	the Area have an officer and registration fees due	assigned to investigate in California?	☐ Yes	☑ No
	(1) Who supervises the officer?				
	(2) Is sufficient time allocated for this program?			☐ Yes	□No
	(3) Does the officer have a job description?			☐ Yes	□No
	(a) Is it accurate?			Yes	□No
b.	Does the Area program follow the guidelines in the Registration	Enforcement Manual, H	PM 82.5, Chapter 3?	☐Yes	□No
C.	Are suspected violations documented on Registration 69 forms I Registration Compliance Unit?	locally processed, or ser	I to the DMV	☐Yes	□No
	(1) If locally processed, are CHP 215s, Notice to Appear, issued registration is due?	d when it is established	hat California	Yes	□No
d.	d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?				□No
е.	e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?				□No
f.	Does the degree of compliance gained or the actual revenue coll continuance?	☐Yes	□No		
11. G	1. GENERAL SUPPORT EVALUATED ACTION REQUIRED 12/09/2008 No				D
a.	Is an officer assigned to general support including violation clear	ance and counter officer	?	✓ Yes	□No
	1				
С.	Is there a job description?			✓ Yes	□No
	(1) Is it accurate?			✓ Yes	□No
	(2) When was it last revised? Currently under revision				
d.	How much time is allocated to this position? 100%		<u> </u>		
e.	With minimal instruction, could this position be handled by limited	duty personnel?		Yes	☑ No
2. AF	REA TRAINING OFFICER	EVALUATED 12/09/2008	ACTION REQUIRED No	CORRECTEL	
a.	Does the Area have an officer assigned as the Area training office	er?		✓ Yes	□ No
b. I	How much time is allocated to this position? 25%				
c. \	Who supervises the officer? Special Duty Sergeant				
d. (Does the officer have a job description?			✓ Yes	□ No
(1) When was it last revised? Currently under revision	Section 1997			
е. [Does the officer command the respect of his/her peers?			✓ Yes ✓ Yes ✓ Yes	□ No
f. E	Does the officer have the support of the supervisors?				□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

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Ç	g. What training has been provided to the officer? No formal training, recu	cived training f	rom prior officers in the	position.	
h	n. Has he/she been trained as a Department instructor?			☐Yes	✓ No
i.	. Is the officer certified as an officer safety training instructor?		## # # # # # # # # # # # # # # # # # #	☐ Yes	√ No
j.	. Has he/she attended the Department's weapons/range officer training?			☐Yes	☑ No
k	s. Is the officer qualified to train employees to use tactical rifles?			☐ Yes	✓ No
1.	Is the officer a CPR instructor?			Yes	✓ No
m	n. What role does the officer have in developing and/or presenting Area trai	ining programs	? Scheduling officers	per the Dec	entralized
-	training requirements, Scheduling instructors, maintain all 311's, post training requirements.	aining records,	and ETRS.		
n.	. Does the officer keep Area informed of officers deficient in training or tho	se who have s	uperior performance?	✓ Yes	□No
0.	Description of the state of the			☐ Yes	☑ No
р.	D. W. W. with it was invited believing to personnel requilting from an			☐ Yes	✓ No
q.	Is the officer responsible for documenting training on the CHP 270, Service	ce Record, or i	n the ETRS?	✓ Yes	□No
г.	Is the officer responsible for performing range maintenance?			☐ Yes	☑ No
s.		l Pupil Safety.	Car Seat Technician, F	AS and EP	AS
	calibrations, 136E for Division, Back-up evidence, Area inventory, Al de	ata entry.			
-					
L	IMITED DUTY EVALUATE 12/09/2		NO REQUIRED	CORRECTEL	
-	Does the Area currently have limited duty personnel assigned?		1	✓ Yes	No
Э.	Dues the Area currently have inflited duty personner assigned.				
a. —	(1) What are their classifications, and what duties are they assigned? (Jadet, support	o clerical, filing, data e	entry	
a. —		Jadet, support	o clerical, filing, data e	entry	
a.	(1) What are their classifications, and what duties are they assigned? (Are duties being performed consistent with the duties and limitations note				∏No
	(1) What are their classifications, and what duties are they assigned? (Are duties being performed consistent with the duties and limitations note Limited-Duly Assignment?			 ✓ Yes	□ No
),	(1) What are their classifications, and what duties are they assigned? (Are duties being performed consistent with the duties and limitations note Limited-Duty Assignment? (1) Could they be used more efficiently?	ed on the CHP	443, Approval of		□ No ☑ No
	(1) What are their classifications, and what duties are they assigned? (Are duties being performed consistent with the duties and limitations note Limited-Duly Assignment?	ed on the CHP	443, Approval of	 ✓ Yes	
).	(1) What are their classifications, and what duties are they assigned? (Are duties being performed consistent with the duties and limitations note Limited-Duly Assignment? (1) Could they be used more efficiently? If limited duty officers are used to perform special duty tasks, does the reg	ed on the CHP	443, Approval of	☑ Yes □ Yes	☑ No

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f.	Are limited duty personnel having public contact appropriately		✓ Yes	□No	
14. S	PECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	No	ACTION REQUIRED	CORRECTE	υ
a.	Does the Area have personnel assigned to special projects or	tactical operations?		Yes	☑ No
b.	Is the position full time or on an on-call basis?			Yes	□No
c.	. If full time, is the assignment for a specified number of weeks or months?				□No
d.	What are the duties/responsibilities of the officer?				
e.	Who supervises the officer?				
f. I	How does he/she account for his/her time?				
					-0
g.	What is the selection criteria for the assignment?				
h.	Has the Area member contributed to the success or mission of	the team or task for	ce?	☐ Yes	□ No
	Where coordination is appropriate with the Division Investigative regarding activities?	e Services Unit, is th	nere ongoing discussion	□Yes	□No
j. Is	s there a Memorandum of Understanding (MOU) on file?			☐ Yes	□No
k. I	s the special assignment on a reimbursable contract?	110		☐ Yes	□No
(If so, is the contract being followed?			☐ Yes	□No
	THE CONTRACT OF THE CONTRACT O				

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SECTIONS	COMMENTS
I. General	Modesto Area has eight Special Duty officers assigned. The Area has recognized some additional
7. Cellotti	reorganization is required to ensure more efficient workload. The Area is currently revising the
	functions and shifting primary responsibility for some functions.
6. Collision Investigation Follow-up	The Area has two Accident Review officers assigned for approx. 300-400 collisions per month. The
	Area has developed an "Area Format," which follows the CIM, however is a guide for those new to
	the Area. The intent is to encourage consistent investigative format, efficient writing, and
	consistency between reviewers.
	Area utilizes color-coded cover sheets for report tracking. The color changes based on how late past
	the eight day completion the report is. The color is recognized by the shift supervisor for action with
	report author, who would be encouraged to complete the report asap.
3. Asset Forfeiture	The Area coordinates all asset forfeiture activity with Stanislaus County Drug Enforcement Agency
	(SDEA). AF items are not retained at Area, SDEA takes all, and coordinates with Area on the
	court case.
0. CRFR Program	Modesto Area does not have an officer assigned to follow-up on California Foreign Registration.
	Area was using resources available in Central Division for any suspected foreign registration cases.
losing Comments:	Modesto Area's Special Functions are overseen by a dedicated Sergeant. The officers are
	knowledgeable and provide support within the unit through cross-training. The Area recognized a
	need within the unit to spread some tasks due to court attendance requirements related to PAS
	calibration records. This need has compelled a revised approach to the distribution of special
	functions. The Area's self-evaluation is commendable. The driving factor being internal efficiency
	and public service.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Porterville - 481	Central	
EVALUATED BY		DATE
Sergeant Vander M	el	09/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired

form can be completed in petrol pencil, and the supplement can	i be nandwillen i des	iicu.			
TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE	n n			
FOLLOW-UP REQUIRED ☐ Correction Report ☐ Yes	COMMANDER'S REVIEW	*	DATE		
1. GENERAL	09/25/2008	ACTION REQUIRED	CORRECTED		
a. Are special duty assignments minimized?			✓ Yes	□No	
(1) Is maximum efficiency attained?			✓ Yes	□No	
(2) Are there any special duty functions which could be perform	ed by a beat officer or oth	ner support personnel?	✓ Yes	□No	
b. Are assigned duties consistent with the job description?			✓ Yes	□No	
(1) Could duties be combined with another special duty assignment	nent for efficiency?		Yes	✓ No	
(2) Which special duty officers (positions) were interviewed?	fc. D. Gosvener - Court	officer and PIO, Ofc. S.	Page - Fro	ont desk,	
VIN, School Bus, FLV, Ambulance and Tow officer and O	fc. M. Walker - A/I, AF,	Training and Evidence			
c. How are individuals for special duty assignments selected? The	c. How are individuals for special duty assignments selected? The Commander, a sergeant and the special duty officer leaving the				
position comprise an interview panel for interested officers. Th	e Commander asks for a	two to four year contrac	ct. The sp	ecial duty	
officers' performance is evaluated each year.					
(1) Are special duty opportunities open to all officers?			✓ Yes	□No	
(2) Does selection contribute to attainment of affirmative action	goals?		✓ Yes	□No	
d. Can the special duty supervisor describe the duties and workload	d of the special duty pers	onnel?	✓ Yes	□No	
(1) Upon what criteria are special duty personnel evaluated? $ { m T} $	he annual performance a	ppraisal process.			

(2) Are special duty officers held accountable for their time and	performance?	Coll	✓ Yes	□No	
(3) How is the special duty officer's time planned? Are weekly it	ineraries provided to the	supervisor?	Yes	☑ No	
e. Do the commander and management team have an active intere	st in special duty prograr	ns?	✓ Yes	□No	
(1) Is time taken by the commander to discuss activities and pot	ential problems?		✓ Yes	□No	
2. VEHICLE THEFT	09/25/2008	ACTION REQUIRED	CORRECTED)	
a. What is the scope of the Area's Vehicle Theft Program? Area do	es not have a formal pro	gram, however officers	are encou	raged to	
complete reactive auto theft arrests, otherwise, T.R.A.T. is the A	rea's proactive vehicle the	iest program.			
b. Are there open lines of communication with the Division vehicle to	heft coordinator?	16.	✓ Yes	□No	
(1) Is the commander aware of how to obtain assistance from th	e Division or Headquarte	ers coordinators?	✓ Yes	□No	

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AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

	(2)	Who is authorized to request assistance from vehicle theft coordinators? Officers receive guidance from A	rea Sergea	nts relatme to
		when to request assistance from other Area officers with more expertise or from the task force.		
С.		the program effective?	✓ Yes	□ No
	_	Vehicle theft recovery goals established?	Yes	☑ No
		Goals attained? No GOALS ARE ESTABLESHED	Yes	□No
	(3)	How does the current number of stolen and recovered vehicles compare to prior time periods? Statistics are	e not kept	by Area.
	(4)	Are work hours dedicated to the program appropriate?	√ Yes	□No
	(5)	Do beat officers and supervisors have an interest in the program?	√ Yes	□No
d.	ls t	he program supported by district/city attorneys and the courts?	Yes	□No
	(1)	Has the program been discussed with them?	Yes	□No
	(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?		
e.	Do	the commander and management team take a personal interest in the program?	✓ Yes	□No
	(1)	What guidance and direction is provided?		
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	✓ Yes	□No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	☐ Yes	☑ No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	Yes	□No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	□No
	(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	□No
	(5)	Do they give guidance and direction?	Yes	□No
	(6)	Do they demonstrate an interest in the program?	✓ Yes	□No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	✓ Yes	□No
g.	ls v	ehicle theft education/training provided by Area?	✓ Yes	□No
	(1)	Are training aids used?	✓ Yes	□No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	✓ Yes	□No
	(3)	Vehicle theft prevention discussed at briefings?	✓ Yes	□No
	(4)	How is information on unique problems and circumstances disseminated to beat officers? Briefing items are	nd training	days

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

	(5) Are officers and supervisors proficient in locating and decoding VINs?	√ Yes	□No
r	n. Have any Area officers earned the Department's 10851 Award?	√ Yes	□No
	(1) Have any officers qualified for the Master 10851 Award?		□No
	(2) How are awards presented? During training days:		
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	✓ Yes	□No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	Yes	☑ No
3. \	VEHICLE IDENTIFICATION NUMBER PROGRAM 1994 1672 ROBERT PROGRAM 1994 1672 ROBERT PROGRAM	CONTRACTOR	
а	a. Is the VIN program understood by beat officers?	✓ Yes	□No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	✓ Yes	□No
b	o. Who is the assigned VIN officer? Officer Steve Page		
	(1) How was he/she trained? The current officer was trained by the vacating officer. The current officer will re-	eccive for	mal training
	în November.		
5111	k		
	(a) Is training adequate?	✓ Yes	□No
	(2) Is the VIN officer proficient?	✓ Yes	□No
	(3) Who is the alternate VIN officer? Officer Greg Stoffel		
	(4) Are VIN inspections conducted in a secure setting?	✓ Yes	□No
	(5) Is Field Support Section used as a resource?	✓ Yes	□No
c.	. What kind of system is in place to control the VIN officer's workload? The current VIN officer juggles his own w	orkload be	atween all of
	his duties and backing up other special duty officers while they are on extended days off.		
	(1) Are VIN assignments/verifications done on an appointment basis?	✓ Yes	□No
	(a) Is there an excessive backlog?	Yes	☑ No
	(b) Is the vehicle owner's convenience a consideration?	√ Yes	□No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	✓ Yes	□No
	(3) Are associated documents processed promptly and submitted on time?	√ Yes	□No
d.	Is there proper security for replacement VIN plates?	✓ Yes	□No
	(1) Are inventory controls adequate?	✓ Yes	□No
	(2) Are entries legible?	✓ Yes	□No
	(3) Do records match inventories?	✓ Yes	□No
	(4) Are required reports accurate and submitted properly?	✓ Yes	□No
e.	Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

		oes VIN officer belong to any professional organizations for exc any type of various vehicle theft investigator's associations?	change of information, s	such as memberships	Yes	☑ No
		OOL PUPIL AND FARM LABOR (SP&FL) NSPORTATION SAFETY	FVALUATED 09-25-2008	ACTION REQUIRED	CORR CT-1	
		the Area commander and management team aware of all asperogram conducted in the Area?	ects of the SP&FL Trans	sportation Safety	✓ Yes	□No
ı		oes the Area have either a uniformed SP&FL Transportation Of oordinator?	ficer or a nonuniformed	l School Bus Officer/	✓ Yes	□No
	(1)) Are Area files maintained as required by HPM 82.4, School F Safety Manual?	Pupil and Farm Labor T	ransportation	✓ Yes	□No
		(a) Driver records, CHP 295, State Department of Education	n T-01, criminal record	information, etc.?	☑ Yes	□No
		(b) CHP 100E, Monthly Activity Report?			✓ Yes	□No
		(c) School Bus Traffic Collision Reports and DMV printout F	l-6?		✓ Yes	□No
		(d) Approved stops list?	,		✓ Yes	□No
	(2)	Is the School Pupil Transportation Safety Officer/Coordinator	proficient in performing	g assigned duties?	√ Yes	□No
		(a) Are duties performed in conformance with HPM 82.4, So Safety Manual?	thool Pupil and Farm La	abor Transportation	√ Yes	□No
	(3)	Who is the alternate School Pupil Transportation Safety Office	er/Coordinator?			
	(4)	Are CHP 100Es, Monthly Activity Report, submitted in a time	ly manner?		✓Yes	□No
	(5)	Is program time properly justified?			✓ Yes	□No
		(a) How much time is allotted? See comments on Page 14				
		(b) Is time sufficient to meet departmental objectives?			✓Yes	□No
		(c) Is the time expended within the Area's allotment?			√ Yes	□No
С		responsibility for supervision of the School Pupil Transportation pervisor?	n Safety Program assig	ned to a specific	✓ Yes	□No
	(1)	Does the supervisor have adequate knowledge of the function	ns of the Area program)?	✓Yes	□No
	(2)	Does the supervisor have a copy of HPM 82.4, School Pupil a manual?	and Farm Labor Trans	portation Safety	✓ Yes	□No
	(3)	Is he/she aware of the officer/coordinator's workload?			√ Yes	□No
	(4)	Does the supervisor review CHP 100Es, Monthly Activity Rep	ort, submitted by the o	fficer/coordinator?	✓ Yes	□No
d		at training has the School Pupil Safety Transportation Safety Cended In-Service Training classes? Have a thorough, practical		? Officer Page received departmental class	the 40 hou	9
	(1)	Departmental policy relating to the School Pupil Safety Trans	portation Safety Progra	am?	✓ Yes	□No
	(2)	School bus driver certification?			✓ Yes	□No
	(3)	School bus accident investigation?			✓ Yes	□No
	(4)	School bus reinspection?			✓ Yes	□No
		School bus routes and stops?		***************************************	√ Yes	□No

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	e Does	s the officer/coordinator coordinate activities and informatio	n with adjacent Areas?		Yes	☑ No
	(1)	ls he/she aware of the technical assistance available from (Commercial Vehicle Sect	tion?	✓ Yes	□No
	f. Is the	ere a sound procedure for scheduling and administering wri	itten tests?		✓ Yes	□No
7000	(1)	Are certain days selected for testing so that a maximum nu	mber of applicants can b	e tested at one time?	✓ Yes	□No
	(2)	Who administers the test? Officer Page				
	(3) I	s a proctor present?		W	✓ Yes	□No
	(4)	Adequate supply of the five variations of both the driver and	first aid tests on hand?		✓ Yes	□No
220	(5) \	Who reviews the tests with the applicants? Officer Page				
	(6) I	s the driving test of sufficient scope to provide an adequate	e test of knowledge, skill,	and self-control?	✓ Yes	□No
	(7) A	Are driving errors discussed with the applicant?			✓ Yes	□No
	(8) I	s the school bus transportation supervisor advised of any a	dditional training needs?)	✓ Yes	□No
	g. Does	the School Pupil Safety Transportation Officer conduct on-	-scene investigations?		✓ Yes	□No
	(1) A	re follow-up investigations conducted when appropriate?			Yes	□No
	(2) A	re appropriate special coding made on all school bus inves	stigations?		✓ Yes	□No
		oes the officer/coordinator review all school bus accident is ecommendations to DMV to take any warranted actions ago	•	appropriate	✓ Yes	□No
	(8	a) Has the officer/coordinator demonstrated a willingness	to take such action wher	warranted?	✓ Yes	□No
	n. Are h	azardous routes or stops reported in writing to the governing	ng board of the school dis	strict?	✓ Yes	· 🗌 No
	(1) A	re all stops annually reviewed for approval pursuant to the	California Vehicle Code	and Title 13?	✓ Yes	□No
	(2) H	ow many approved stops exist in the Area?				
	Do fie violati	ld officers take appropriate enforcement and follow-up actions?	on for observed school p	oupil safety related	✓ Yes	□No
5.	EVIDENC	E/PROPERTY CONTROL	EVALUATED No	ACHOR REQUIRED	CORRECTED	11
á	n. Has th	ne Area commander demonstrated an interest in the prope	-	l property?	Yes	□No
	(1) W	/ho has been assigned by the commander as the evidence	e/property officer?			
	(2) H	as an alternate for this position been assigned?			☐ Yes	□No
	(3) W	ho is the evidence/property supervisor?				
t	. Does t Manua	he evidence/property officer have a good understanding o	f the requirements of HP	PM 70.1, Evidence	Yes	□No
	(1) Do	pes the supervisor fully understand his/her responsibilities	?		Yes	□No
	(a) Does he/she follow the guidelines in HPM 70.1, Evidence	ce Manual, regarding au	dits and inventories?	Yes	□No
	(2) Ha	as a system been implemented which will ensure maintena	ance of the chain of poss	session for evidence?	Yes	□No
	(a)	Is the system adequate?		10000	Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	Yes	□No
la de la constante de la const	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	Yes	□No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	Yes	□No
		(a) Are entered items canceled when the property is no longer in CHP possession?	Yes	□No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	Yes	□No
	с. На	ve procedures been examined for retaining and disposing of:		
	(1)	Evidence.	Yes	□No
	(2)	Property.	Yes	☐ No
	(3)	Weapons.	Yes	□No
	(4)	Controlled substances,	Yes	□No
	(5)	Alcoholic beverages.	Yes	□No
	(6)	License plates.	Yes	□No
	(7)	Money.	Yes	□No
C		s unclaimed property of value been picked up by the Department of General Services, Material Services ction, for storage and disposal after it has been held for 30 days?	Yes	□No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	Yes	□No
E	. Has	s the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	☐ Yes	□No
	(1)	Is the system adequate?	☐ Yes	□No
	(2)	Is there a suspense system?	Yes	□No
	(3)	Are all items properly identified?	☐Yes	□No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	Yes	□No
		(a) Do Area records compare accurately with court records?	☐ Yes	□No
f.	Are	periodic audits completed to ensure integrity of the property system?	Yes	□No
	(1)	Has a semiannual audit of the property system been conducted?	☐Yes	□No
	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	☐Yes	□No
		(a) Have more frequent audits been conducted in identified problem areas?	☐Yes	□No
g	. Hav	ve inventories been conducted periodically to ensure integrity of the system?	Yes	□No
h	. Is s	ecurity adequate?	Yes	□No
	(1)	Is a security log maintained in the property room?	☐Yes	□No
		(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	☐Yes	☐ No
		(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	☐ Yes	□No

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	(2)		w many sets of keys are there to the evidence/property rockers?	oom and the temporary e	vidence storage		
-		(a)	Is the distribution of the keys according to policy?			Yes	□No
	(3)	ls t	the evidence/property officer other than the court officer?			Yes	□No
		(a)	Is the evidence/property officer other than a field officer	or an officer involved in	collecting evidence?	☐ Yes	□No
	(4)	ls t	he property room accessible by repair/maintenance perso	onnel?		☐Yes	□No
	4-31-	(a)	Is the room accessible by repair/maintenance personne	1?		Yes	□No
		(b)	Is there a false ceiling?	(1.4)		☐ Yes	□No
		(c)	Are door hinges on the inside of the room?			Yes	□No
-		(d)	Are any items which require access by other than the ex	ridence/property officer s	tored in the room?	Yes	□No
		(e)	Does Area's property room meet all requirements outline	ed in HPM 70.1, Evidenc	e Manual?	Yes	□No
			(If not, have steps been initiated to correct the problem?)		Yes	□No
	(5)	Are	pass-through type temporary storage lockers secured from	om the inside to prevent	entry?	Yes	□No
		(a)	Is evidence left in these lockers for no more than one da	y?		☐ Yes	□No
	(6)		rea knowledgeable of investigatory requirements in the en packages containing controlled substances?	vent of any instance of s	suspected tampering	□Yes	□No
_		(a)	Have any internal investigations been initiated by Area f	or any such incidents?		Yes	□No
6.	COLL	ISIOI	N INVESTIGATION FOLLOW-UP	EVALUATED	ACTION REQUIRED	CORRECTED	
a	. Doe	es the	e Area have an Al officer?	09/25/2008		✓ Yes	□No
	17	-	responsible for supervising the officer? Lieutenam Swear	ingen			
			ch time is allocated to the position? Seven to eight hours				
-		_	me allocated sufficient?			✓ Yes	□No
d			e collision investigation follow-up officer have a job descri	ption?		✓ Yes	□No
			current?			 ☑ Yes	□No
			at are the officer's duties? Accident review officer. Asse	t Forfeiture Coordinator	. Area Training Officer.		
			, condens to the control of the cont				
е	. Doe	s the	e officer understand special reporting requirements?			✓ Yes	□No
f,	Does	s the	officer have training or special qualifications that comple	ment the position?		Yes	☑ No
g	. Is th	e off	icer available to respond to accidents to provide technica	al assistance?		√ Yes	□No
h	. Doe	es the	e officer identify training needs and discuss them with his	her supervisor?		✓ Yes	□No
į.	Doe	s the	officer prepare charts, graphs, or statistics that identify p	problem locations for dep	ployment purposes?	Yes	☑ No
j.	Does	the	officer have other duties, if so, what are they?			✓ Yes	□No
	Acci	ident	review officer. Asset Forfeiture Coordinator. Area Trai	ning Officer, Evidence (HTicer		
			007-41-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1				1.00

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

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7.	COURT LIAISON OFFICER	19/25/2008	ACTION REQUIRED	CORRECTI)
ε	. Does the Area have an officer assigned court liaison duties?			✓ Yes	□No
t	. Who supervises the officer? Lieutenant Swearingen	9 %	=11 × 111 × 112 × 12 × 12 × 12 × 12 × 12		
c	. How much time is allocated to the position? Six hours				
О	. Does the officer have a job description?			✓ Yes	□No
	(1) Is it accurate?			✓ Yes	□No
	(2) When was it last revised? Within the last two months				
	(3) What are the officer's duties? Public Affairs, Radar Coord	inator, California Law	Enforcement Challenge		
e	. Does he/she have responsibilities for prisoner arraignment?			✓ Yes	□No
f.	Does the officer command respect of his/her peer group?			✓ Yes	□No
g	Is the court officer involved in the DUI Cost Recovery Program?	GENERAL SI	PROPET OFC. DUTE	es □Yes	☑ No
h	Does the officer initiate a CHP 735, Incident Response Reimbur			✓ Yes	□No
	(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	times indicated on hi	s/her CHP 415, Daily	✓ Yes	□No
	(2) Does the officer(s) maintain a log?			✓ Yes	□No
	(3) Does the officer(s) forward the form to Fiscal Management	Section after disposition	on?	✓ Yes	□No
j.	How may courts are within the Area's jurisdiction? Porterville and	d Visalia for adults an	d Visalia for juveniles		
j.	Does the officer deal with more than one district attorney's (DA)	office?		✓ Yes	□No
k.	Does the officer have other duties?			✓ Yes	□No
	(1) If so, what are the other duties? Public Affairs. Radar Coc	ordinator, California L	aw Enforcement Challer	iñe	
. Д	SSET FORFEITURE (AF) OFFICER	(19/25/2008)	ACTION REQUIRED	CORRECTEL)
a.	Does the Area have an officer assigned as AF coordinator?			√Yes	□No
b.	Does the officer have current job description?			✓ Yes	□No
C.	Is he/she familiar with HPM 81.5, Drug Programs Manual?			✓ Yes	□No
d.	Is Area coordinator logging AF cases separate from evidence?			✓ Yes	□No
e.	Is there a process in place to ensure proper disposition of AF ite	ms?		✓ Yes	□No
f.	Does Area's log agree with the Field Services Section (FSS) and	Division log? N/A	No CASES	☐ Yes	□No
	(1) If not, why not?				
g.	Is the disposition of cases supported by documentation such as distribution memorandum?	arrest reports, court o	rder, and AF	☐ Yes	□No

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SPECIAL FUNCTIONS

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	h.	Н	as th	ne Area seized any vehicles under AF?		1111	Yes	☑ No
		(1)	lf	so, does the AF coordinator know where the vehicles are	located and their curr	ent disposition?	☐ Yes	□No
	i.	ls	the	Franchise Tax Board notified of all seizures valued at \$5,0	000 or more?	1/	☐ Yes	□No
	j.	Do	es t	he AF coordinator complete a mis-screen 50?			☐ Yes	□ No
	k.	Do	es A	Area notify Division of all vehicle/boat/plane seizures?		\	Yes	□No
	Ι,	ls	Flee	t Operations Section notified?	· · · · · · · · · · · · · · · · · · ·		☐ Yes	□No
	m.	Α	e al	l vehicles stored safely and properly protected from inclen	nent weather?		☐ Yes	□No
	n.			ge sums of cash, jewelry, and other small items of value sekeeping?	stored in a safety dep	osit box at a local bank	□Yes	□No
	ο.	Ar	e lar	ge sums of cash deposited in a departmental interest-bea	ring bank account de	signated for AF?	☐ Yes	□No
	p.	W	nat is	s the procedure in handling monetary AF awards (checks	from the DA)?			
	q.	ls i	he c	check remitted to the Area's cashier for transmittal to Fisca itions to FSS and the Division AF coordinator?	al Management Section	on with proper	□Yes	□No
9.	SP	EC	ALI	ZED VEHICLES	09/25/2008	ACTION REQUIRED	CORRECTED	
	a.	Ор	erat	ion and Inspection				
		(1)	ls t	there an officer assigned to oversee the operation of spec	ialized vehicles withir	the Area?	✓ Yes	□No
			(a)	Who supervises the officer(s)? Lieutenant Swearingen				
			(b)	How much time is allocated? Approximately 60 hours	annually			
		(2)	Do	es the officer have a job description?	-11		✓ Yes	□No
			(a)	Is it accurate?			✓ Yes	□No
			(b)	When was it last revised? One month ago				
		(3)		officers understand policy concerning permits, licensing, cialized vehicles?	inspections, and regu	llations pertaining to	Yes	□No
	1	(4)	Tov	w Trucks				
			(a)	Is the Area in compliance with HPM 81.2, Vehicle Proce operation of tow trucks?	dures Manual, Chapt	er 7, concerning	√ Yes	□No
			(b)	Do files contain current contracts and inspection forms?		4.0111	✓ Yes	□No
		•	(c)	Are there any recent complaints?	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Yes	☑ No
371			(d)	Are complaints documented on the CHP 240, Complaint Supplement?	Investigation, and C	HP 556, Narrative	Yes	☑ No
			(e)	Who is responsible for inspections? Officer Steve Page	:		*****	-
				Does an officer occasionally conduct a random inspection process?	n to ensure the integr	ity of the inspection	Yes	☑ No
			(g)	Is there evidence that discrepancies are promptly correc	ted?		✓ Yes	□No
	-	-						

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SPECIAL FUNCTIONS

-					MINE - 177
		(h)	Who conducts annual tow meetings?Officer Steve Page		
			1 Does the commander attend?	✓ Yes	□No
-			2 Is an agenda prepared?	✓ Yes	□No
			3 Are minutes prepared and circulated for review?	✓ Yes	□No
-			4 When was the last annual meeting? March of 2008	39	
		(i)	Are rotation and sector assignment procedures clearly established?	✓ Yes	□No
		(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Briefing Items		
		(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	. Yes	□No
	(5)	Am	bulances		
		(a)	Who is responsible for overseeing the operation of ambulances within the Area? Officer Steve	Page	
		(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Perm Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	nits ☑ Yes	□No
		(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code an Title 13,California Code of Regulations?	d ☑ Yes	□No
		(d)	Are complaints received at Area investigated and documented?	□Yes	. 🗸 No
		(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	☐Yes	☑ No
			1 If so, how is this done?		
		(f)	Are ambulance inspection forms in file current?	✓ Yes	□No
	(6)	Arm	ored Vehicles		
		(a)	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in Area?	the	☑ No
		(b)	What impact on the Area workload do these inspections have?		
	(7)	Auth	norized Emergency Vehicles (AEV)	/6	
71112		(a)	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fight equipment. Do initial and renewal inspections create any significant workload on the Area		□No
10.	CALIF		NIA RESIDENT FOREIGN REGISTRATION (CRFR) 6VALUATED 09/25/2008	CORRECTE	
			THE PERSON OF TH		

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SPECIAL FUNCTIONS

					Yes	No
(1) Who supervises the officer?		lagiologi See Page 15	for C	RFR comments ************************************		
(2) Is sufficient time allocated for this program?					☐Yes	□No
(3) Does the officer have a job description?					☐ Yes	□No
(a) Is it accurate?					Yes	□No
Does the Area program follow the guidelines in the f	Registration I	Enforcement Manual	ıl, HPI	M 82.5, Chapter 3?	Yes	□No
Are suspected violations documented on Registration Registration Compliance Unit?	on 69 forms lo	ocally processed, or	sent	to the DMV	□Yes	□No
(1) If locally processed, are CHP 215s, Notice to Al registration is due?	ppear, issued	d when it is establish	ed th	at California	Yes	No
Is the CRFR officer aware that the rules of evidence of this type?	pertaining to	search and seizure	e appl	y to violations	☐Yes	□No
Does the Area report significant statistics to Division	by comm-ne	et by the 10th of eacl	h moi	nth?	☐Yes	□No
Does the degree of compliance gained or the actual continuance?	revenue coll	ected as a result of t	the pi	rogram justify its	Yes	□No
SENERAL SUPPORT		09/25/2008		ACTION REQUIRED	CORRECTE	
Is an officer assigned to general support including vi	olation clear	ance and counter off	ficer?		✓ Yes	□No
Is there a job description?				110-12	✓ Yes	□No
(1) Is it accurate?					✓ Yes	□No
(2) When was it last revised? Approximately one	month ago.					
How much time is allocated to this position?						
With minimal instruction, could this position be hand	led by limited	duty personnel?			☐Yes	☑ No
REA TRAINING OFFICER		evaluated 09/25/2008		ACTION REQUIRED	CORRECTE)
Does the Area have an officer assigned as the Area	training offic	er?			✓ Yes	□No
How much time is allocated to this position? When	necessary, c	me to two hours a da	ay.			
Mile and and a site of the office of the off	11					
Who supervises the officer? Lieutenant Swearinge						
Does the officer have a job description?					√ Yes	□No
				1 2 2 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	☑ Yes	□No
Does the officer have a job description?	ers?				∀es Yes Yes	□ No
	attempts by California residents to avoid payment of (1) Who supervises the officer? (2) Is sufficient time allocated for this program? (3) Does the officer have a job description? (a) Is it accurate? Does the Area program follow the guidelines in the large suspected violations documented on Registration Registration Compliance Unit? (1) If locally processed, are CHP 215s, Notice to Agregistration is due? Is the CRFR officer aware that the rules of evidence of this type? Does the Area report significant statistics to Division Does the degree of compliance gained or the actual continuance? GENERAL SUPPORT Is an officer assigned to general support including via What additional duties does he/she perform? VIN. Is there a job description? (1) Is it accurate? (2) When was it last revised? Approximately one How much time is allocated to this position be hand area training instruction, could this position be hand area training as the Area have an officer assigned as the Area	attempts by California residents to avoid payment of licensing ar (1) Who supervises the officer? (2) Is sufficient time allocated for this program? (3) Does the officer have a job description? (a) Is it accurate? Does the Area program follow the guidelines in the Registration of Are suspected violations documented on Registration 69 forms to Registration Compliance Unit? (1) If locally processed, are CHP 215s, Notice to Appear, issued registration is due? Is the CRFR officer aware that the rules of evidence pertaining to of this type? Does the Area report significant statistics to Division by commence Does the degree of compliance gained or the actual revenue coll continuance? GENERAL SUPPORT Is an officer assigned to general support including violation clear. What additional duties does he/she perform? VIN. School Bus. Is there a job description? (1) Is it accurate? (2) When was it last revised? Approximately one month ago. How much time is allocated to this position? With minimal instruction, could this position be handled by limited AREA TRAINING OFFICER Does the Area have an officer assigned as the Area training officer.	attempts by California residents to avoid payment of licensing and registration fees of the supervises the officer? (2) Is sufficient time allocated for this program? (3) Does the officer have a job description? (a) Is it accurate? Does the Area program follow the guidelines in the Registration Enforcement Manual Are suspected violations documented on Registration 69 forms locally processed, or Registration Compliance Unit? (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is establish registration is due? Is the CRFR officer aware that the rules of evidence pertaining to search and seizure of this type? Does the Area report significant statistics to Division by comm-net by the 10th of each continuance? GENERAL SUPPORT Does the degree of compliance gained or the actual revenue collected as a result of continuance? GENERAL SUPPORT Detailine a processed of general support including violation clearance and counter of What additional duties does he/she perform? VIN. School Bus. FLV. Ambulance a list there a job description? (1) Is it accurate? (2) When was it last revised? Approximately one month ago. How much time is allocated to this position? With minimal instruction, could this position be handled by limited duty personnel? REA TRAINING OFFICER Does the Area have an officer assigned as the Area training officer?	attempts by California residents to avoid payment of licensing and registration fees due in (1) Who supervises the officer? (2) Is sufficient time allocated for this program? (3) Does the officer have a job description? (a) Is it accurate? Does the Area program follow the guidelines in the Registration Enforcement Manual, HPI Are suspected violations documented on Registration 69 forms locally processed, or sent Registration Compliance Unit? (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established the registration is due? Is the CRFR officer aware that the rules of evidence pertaining to search and seizure appl of this type? 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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

g.			
	What training has been provided to the officer? Trained by the last officer vacating the position.		
h.	Has he/she been trained as a Department instructor?	Yes	☑ No
i.	Is the officer certified as an officer safety training instructor?	☐ Yes	✓ No
i.	Has he/she attended the Department's weapons/range officer training?	✓ Yes	□ No
k	Is the officer qualified to train employees to use tactical rifles?	✓ Yes	□No
1	Is the officer a CPR instructor?	Yes	 ☑ No
m	What role does the officer have in developing and/or presenting Area training programs? Officer Walker follo		
	the Department training manual.		
	the Department traiting traites.		
n.	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	√ Yes	□No
0.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	Yes	✓ No
p.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	☐Yes	☑ No
q.	Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	✓ Yes	□No
Γ.	Is the officer responsible for performing range maintenance?	Yes	✓ No
_	Is the officer responsible for performing range maintenance? What other duties or assignments does the training officer have? Accident Investigation review, Evidence, R.		
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S.			
S.	What other duties or assignments does the training officer have? Accident Investigation review, Evidence, R. IMITED DUTY ACTION REQUIRED	ange Master	41
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s. L	What other duties or assignments does the training officer have? Accident Investigation review, Evidence, R IMITED DUTY Does the Area currently have limited duty personnel assigned? (1) What are their classifications, and what duties are they assigned? Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?	COURT CITY	✓ No
s. L a.	What other duties or assignments does the training officer have? Accident Investigation review, Evidence, R. IMITED DUTY Does the Area currently have limited duty personnel assigned? (1) What are their classifications, and what duties are they assigned? Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? (1) Could they be used more efficiently? If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to	CORRECT-I	✓ No No

STATE OF CALIFORNIA
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AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

f. Are limited duty personnel having public contact appropriately attired?	Yes	□ No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	, Diagrand	
a. Does the Area have personnel assigned to special projects or tactical operations?	Yes	□No
b. Is the position full time or on an on-call basis?	☐Yes	□No
c. If full time, is the assignment for a specified number of weeks or months?	☐Yes	□No
d. What are the duties/responsibilities of the officer?	1000	
\mathcal{N}_{2}		
/ A		
e. Who supervises the officer?		
f. How does he/she account for his/her time?		
g. What is the selection criteria for the assignment?	3176772	
h. Has the Area member contributed to the success or mission of the team or task force?	☐ Yes	□No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?	☐Yes	□No
j. Is there a Memorandum of Understanding (MOU) on file?	☐ Yes	□No
k. Is the special assignment on a reimbursable contract?	Yes	□No
(1) If so, is the contract being followed?	Yes	□No
Page I		
1.a.(2) - Officer Safety Training and Physical Methods of Arrest training is performed by several road patrol person	nel.	
Lb There has been recent turnover in special duty officers. Job descriptions exist informally in the form of e-mai	ls and lists cre	cated by
special duty officers individually. Area's intent is to incorporate Job Descriptions into the SOP soon.		
f.d.(3) - The PIO lets Lt. Swearingen know via e-mails or verbally about public affair events of a noteworthy nature	te se	
2, - Because Area does not have a program outside the task force. Area maintains no theft/recovery statistics.		
Page 3		
3.a.(1) - The VIN Officer performs approximately five VIN verifications each week and it is not known how many o	of those are re	eferred from
officers.		
$3 \tilde{\omega}_0(1)(b)$ » Officer Page does VIN verifications on Wednesdays and he allows the registered owners of vehicles to μ	pick the hour	of that day
R.d.(1) through (4) - The VIN plates are locked in a cabinet in the elerical from office. The last VIN issued correspond	ands with the	last monthly
TIP 97A. The VIN officer is currently working off two stacks of sequential numbers and is in the process of using	up one of the	se smeks
रेहात वि		
a The Commander was a commercial sergeant prior to promoting and has a good grasp of the different aspects of	of this program	JĪ"
.b,(1)(b) - Officer Page turns in completed CHP 100E forms with his CHP 100 forms.		

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SECTIONS	COMMENTS
³ age 4	
{,b.(3) =	Area does not have an alternate school bus officer and does not see a need for one due to the small
	size of the communities served.
l.b.(5)(a) =	Officer Page spends approximately four hours a week on school bus driver testing: two hours on
	Tuesday for written tests and two hours on Thursday for driving tests.
.c.	The commander, Lieutenant Swearingen is the supervisor for the special duty officers.
,d.(-1) +	Officer Page assists the Mobile Road Enforcement officers with school bus annual inspections.
alge 5	
0	Although the current school bus officer has not had to leave the office to assist in a school bus
	collision investigation, he would be able to do so if necessary.
age 7	
c.(1) -	Most days, there is enough time to complete A/I review duties and spend time on other topics.
	Occasionally, more time is needed for other duties than what is available after A4 related tasks.
e	Officer Walker reports on fatal collisions when required to check with allied agencies.
ſ	Officer Walker is scheduled for Intermediate and Advanced AI training.
g	Officer Walker can respond to accidents when necessary for technical assistance. He can respond
	during his normal shift or after the fact if the accident occurs outside business hours.
ĥ.÷	Officer Walker feels he could go to the sergeants with training needs but has not had to this far.
i	At this point, no patterns have developed indicating graphs or charts would be of assistance.
ige 8	
a	Officer Dave Gosvener is the Court Liaison Officer.
d.(1) =	The current job description is informal due to recent changes in special duty officer changes.
c.,-	The court officer walks "48 hour" filings through the courts which are typically felonies.
g and h. (1) through (3) =	The court officer is not involved in DUI cost recovery.
j _e s-	The court officer makes daily runs to the Porterville Court and occasionally to Visaha.
	Any items not checked are not applicable primarily due to Area having no pending asset forfeiture
	cases.
ige 9	v v
a.(4)(d) =	As far as Officer Page can remember, there have not been tow complaints that required
	investigations; any problems are handled with a phone call.

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Porterville Area.	CHP 453Q Chapter 15 Inspection	Page 15	DATE:	0.0000000000000000000000000000000000000
SECTIONS	COMMENTS			
tape 0				
2.a(4)(c)	Officer Page is responsible for inspections ar	nd works with MRT offi	cers	
rach(f)	Officer Page just conducts annual inspections	S		
lage 10				
2.3.3-13(1) -	There are four rotation assignments:			
Ca.(4)(j) -	Road pairol officers would be notified by bri	efing items if necessary		
laushe) =	Officer Page inspects ambulances each April	2		
Ca.(5)(d) -	Officer Page cannot remember an ambulance	complaint in the last ty	velve years.	
2.a.(6) and (7) -	Items in these two sections not checked are r	not applicable to the Por	terville Area	
0 -	With regard to this item, no one is assigned t	o the CRFR program. \	When Area off	icers encounter
	a suspected violation related to this program,	, a CHP 367 is complete	ed and forward	ed to Division
Page 11				
11.	Officer Page is the front desk officer. When	he needs to be away fre	om his desk. O	fficers Walker
	and Gosevner back him up.			
Page 12				
12.1	Three road officers complete officer safety r	ecertifications for Area.	Officer Walk	er is scheduled
	go to training in November.			
1211	Officer Walker uses trainers from outside th	e Porterville Area for C	PR.	

				1,-11
				
40-111		e lesson lesson les	130	
	Destroy Previous Editions			